



MILITARY DEPARTMENT DIRECTORATE OF ADMINISTRATION



OAM

OTAG Administrative Manual

OFFICE OF THE ADJUTANT GENERAL
9800 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CA 95826-9101
JANUARY 2000

OTAG Administrative Manual

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Air Force Association

General

- a. The Air Force Association promotes aerospace technology, armed strength adequate to maintain the security and peace of the United States and the Free World and support of the Active and Reserve Components of the Air Force.
- b. Benefits. Each member receives a subscription to the Air Force magazine, and members can become insured under one of the many AFA Group Insurance Plans.
- c. Eligibility. Membership is restricted to citizens who are or have been members of the Armed Forces of the United States or the Reserve Components thereof. However, any person supporting AFA objectives may join as a patron.
- d. Activities. The Sacramento Chapter is very active and sponsors an exceptional speakers program.
- e. Further information about joining the Air Force Association can be found by logging on to World Wide Web at **www.afa.org**.

Archive Box Storage

General. The State Military Depot is tasked to store archive boxes for the Military Department. Only short term and intermediate term boxes will be stored at the Depot. That is to say, only boxes stored for less than 10 years may be stored at the Depot. The Records Management Branch, Administration Directorate will accomplish long term storage of records at the State Records Center.

Instructions. Directorates are required to label archive boxes. A sample of a double label page is attached. Copy the labels on medium or heavy stock paper. Two labels per the standard 8 ½" by 11" paper. Each Directorate storing archive boxes must locally reproduce directorate labels. Archive boxes can be obtained through Records Management. The following color code will be used for the Directorate archive box labels.

Administration	Gold
Air Division	Blue
Army Division	Salmon
Command Section	Orange
Comptroller's Office	Pale Yellow
Facilities	Pink
Joint Staff Division	Orange
Logistics	Green
Public Affairs	Purple
Safety	Gray
SIDPERS	White
Human Resources	Red
State Personnel	Pale Blue
Training	Brown

Location. All boxes will be delivered to the Records Management Branch, Administration Directorate for storage at the Depot. Directorates are no longer required to call the Depot to pick-up Boxes. Boxes that are not properly labeled will not be accepted by the Records Management Branch, Administration Directorate or stored at the Depot. Only standard archive boxes that are 12 ½ inches wide, 16 inches deep and 10 inches tall will be stored in the archive section of the Depot. Binders will not fit in an archive box. The top of the archive box must fit securely on the box.

Schedule. Depot personnel have scheduled Thursday as the day they will pick-up and deliver archive boxes and other items stored at the Depot. Directorates may coordinate directly with the Depot at **442-0421** for the delivery of their archive boxes directly to the Directorate office.

Archive Box Review. May and November are the months Directorates are required to review their boxes and determine which boxes will be destroyed. Depot personnel will coordinate the destruction of boxes when a letter is received directing the destruction of specific boxes.

ARCHIVE BOX STORAGE LABEL

DIVISION/BRANCH: _____

CONTENTS: _____

DATE STORED: _____

DESTRUCTION DATE: _____

POINT OF CONTACT: _____

BOX NO. _____

Boxes with labels that are not completely filled out will not be accepted for storage. Directorates are responsible to manage their box numbering systems and content references.

ARCHIVE BOX STORAGE LABEL

DIVISION/BRANCH: _____

CONTENTS: _____

DATE STORED: _____

DESTRUCTION DATE: _____

POINT OF CONTACT: _____

BOX NO. _____

Boxes with labels that are not completely filled out will not be accepted for storage. Directorates are responsible to manage their box numbering systems and content references.

Association of the United States Army

General

- a. The Association of the United States Army (AUSA) supports Active and Reserve Components of the Army. AUSA promotes military pay increases, the Survivor Benefit Plan, prevention of personal income tax for military Permanent Change of Station (PCS) move maintenance of air travel standby status for service members.
- b. Benefits. Members have the opportunity to participate in low cost group life, hospitalization and disability insurance and to obtain car/truck rental discounts. The AUSA also publishes the monthly ARMY magazine that sets the pace for military thought and information about the Army and its Association.
- c. Eligibility. Anyone who supports AUSA objectives may join.
- d. For further information about joining the Association of the United States Army, logging onto the World Wide Web at **www.ausa.org**.

Awards

State Employee Merit Awards

- a. The State Employee Merit Award is an award for an adopted suggestion, special act, special service or superior accomplishment. See Section XIII of CAL ARNGR 690-3/CA ANGR 40-03.
- b. Recommendations for merit awards must be prepared on Standard Form 278 and forwarded to the State Personnel Office (CAJS-SP). The Military Department Merit Awards Board meets annually to consider all recommendations.

Federal Employee Incentive Awards

- a. Guidelines for submission of requests and prerequisites for entitlement of incentive awards for federal employees are published in the Technician Personnel Manual.
- b. Please refer to "Section P" for information regarding Promotions and Awards ceremonies.
- c. Submission for Federal Awards will be completed on a DA Form 638 (see page A-4a) and routed through soldiers' chain of command for authorization. Reference AR 600-8-22.

RECOMMENDATION FOR AWARD <small>For use of this form, see AR 600-8-22; the proponent agency is ODCSPER</small>					
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22					
1. TO		2. FROM		3. DATE	
PART I - SOLDIER DATA					
4. NAME		5. RANK		6. SSN	
7. ORGANIZATION		8. PREVIOUS AWARDS			
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD		11. PERIOD OF AWARD	
				a. FROM	b. TO
12. REASON FOR AWARD					
12a. INDICATE ACH, SVC, PCS, ETS OR RET		12b. INTERIM AWARD		13. POSTHUMOUS	
		<input type="checkbox"/> YES <input type="checkbox"/> NO <small>IF YES, STATE AWARD GIVEN:</small>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
PART II - RECOMMENDER DATA					
14. NAME		15. ADDRESS			
16. TITLE/POSITION		17. RANK			
18. RELATIONSHIP TO AWARDEE		19. SIGNATURE			
PART III - JUSTIFICATION AND CITATION DATA <small>(Use specific bullet examples of meritorious acts of service)</small>					
20. ACHIEVEMENTS					
ACHIEVEMENT #1					
ACHIEVEMENT #2					
ACHIEVEMENT #3					
ACHIEVEMENT #4					
21. PROPOSED CITATION					

DA FORM 638, NOV 94

REPLACES DA FORM 638-1
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE

NAME		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO DOWNGRADE TO	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY		a. TO	b. FROM c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO DOWNGRADE TO	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY		a. TO	b. FROM c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO DOWNGRADE TO	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVING AUTHORITY		a. TO	b. FROM c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE TO DOWNGRADE TO	
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ	27b. PERMANENT ORDER NO.	31. DISTRIBUTION	
28a. NAME OF ORDERS APPROVAL AUTHORITY	28b. RANK		
28c. TITLE/POSITION	29. APPROVED AWARD		
28d. SIGNATURE	30. DATE		

REVERSE, DA FORM 638, NOV 94

STATE OF CALIFORNIA

**SUPERIOR ACCOMPLISHMENT GIFT
OR CASH AWARD RECOMMENDATION**

STD. 278 (REV. 8-98)

☐ Superior Accomplishment

☐ Silver--Individual or Team

☐ Gold--Individual or Team

☐ Sustained Superior Accomplishment (for sustained superior performance over a period of 24 months)

TO:	AGENCY
DIRECTOR	



In accordance with the provision of Section 19823 of the Government Code, Article 4 of the Rules and Regulations of the Department of Personnel Administration, and procedures set forth in Sections 4780 through 4782.9 of the State Administrative Manual, it is recommended that award consideration be given for the Superior Accomplishment herein described, which has been performed by the following named employee of this department:

EMPLOYEE NAME	CLASSIFICATION	C.B.I.D.
---------------	----------------	----------

BEGINNING DATE (Mo., Day, Yr.)	ENDING DATE (Mo., Day, Yr.)
DATES FOR SUSTAINED SUPERIOR ACCOMPLISHMENT	

DESCRIPTION OF ACCOMPLISHMENT (Give specific facts, using the outline on the reverse side and the State Administrative Manual as a guide. Attach additional sheet if necessary.)

BASED UPON THE ABOVE FACTS, I RECOMMEND GRANTING AN AWARD OF

<input type="checkbox"/> \$25 to \$250/Silver per individual or team (Superior Accomplishment)	<input type="checkbox"/> \$50 to \$500/Gold per individual or team (Superior Accomplishment)	OR	<input type="checkbox"/> \$25 up to \$250 per individual or team (Sustained Superior Accomplishment)
SIGNATURE (Supervisor)	TITLE		DATE SIGNED
			
SIGNATURE (Director)			DATE SIGNED
			

SUPERIOR ACCOMPLISHMENT GIFT OR CASH AWARD RECOMMENDATION

STD. 278 (REV. 8-98) (REVERSE)

GUIDE FOR PREPARING SUPERIOR ACCOMPLISHMENT RECOMMENDATION

I. ELIGIBILITY

Designated managers are excluded from receiving Superior Accomplishment awards if the agency is participating in the Managerial Bonus Program (DPA Regulation 599.796). Effective 12-01-96 designated supervisors are excluded from receiving Superior Accomplishment awards if the agency is participating in the Supervisor Performance Awards Program (DPA Regulation 599.797). All other employees except agency heads or elective constitutional officers may receive this award. An employee may receive this award more than once providing three years have passed since the prior award (Sustained Superior Award only). A group of employees may receive this award. If a group award is recommended, each member of the group may receive a minimum of \$25 up to a maximum of \$250 each, or \$50 or a maximum of \$500 each.

II. State, in the narrative, for which of the following the award is recommended:

A. An act which may include, but is not limited to:

1. An outstanding and superior achievement. (State why the same problem will not arise again in the foreseeable future.)
2. An important contribution to science or research.
3. An unequaled personal effort in overcoming unusual difficulties or obstacles.
4. The completion of an assigned task in a significantly shorter period of time than was deemed possible.
5. A major improvement in methods, organization, procedures, or products (which make an exceptional contribution to the efficiency or economy of the State Government or an exceptional improvement in its operations.)

- B. An act of sustained superior job performance resulting in an exceptional contribution to the efficiency of State Government, sustained over a period of not less than 24 months.

III. Describe the specific achievement in detail.

IV. Describe specifically how the achievement is clearly and unquestionably above normal requirements of the employee's position. (The degree to which it exceeds standards of performance.)

V. Describe the degree the accomplishment necessitated the employee expend personal effort beyond that normally expected. (Relationship of the personal effort to the employee's normal work.)

VI. Describe the amount and nature of ingenuity, initiative and creative effort displayed. (Method used when standard methods would have produced unacceptable or average results.)

VII. BENEFITS:

- A. Describe the tangible or intangible benefits which accrue to the State as a result of the accomplishment.
- B. If applicable, express tangible aspects comparatively in terms of one or more of the following:
 1. Quantity of acceptable work units per period of time.
 2. Quality standards.
 - a. Accuracy of results.
 - b. Effect obtained.
 - c. Physical appearance of product.
 3. Time within which work must be completed.
- C. To what extent do the benefits extend beyond the immediate organization or department?

Building Access

Access Policy

- a. The Building will open at 0600 hours and close at 1800 on normal workdays and drill weekends.
- b. After hours access to the building will be restricted. Personnel that have a need to enter the building before 0600 hours or after 1800 hours or remain in the building after 1800 hours, must obtain prior personal approval from their Director. Access cards will be changed to allow entry during non-duty hours.
- c. The last individual in an office after normal work hours assumes responsibility for security of that office and its contents. If necessary, the individual will turn off the office lights if the janitors are not present.
- d. Individuals in the building are not authorized to allow other individuals access to the building. Janitors are not authorized to allow individuals access to the building at any time.
- e. The building security guard will deny access to anyone without an access card. If the access card does not allow entry after normal duty hours, access will be denied unless the individual is escorted.
- f. During non-duty hours all employees, that do not have 24 hour access to the building, must enter and exit through the main entrance. All other OTAG employees with 24 hour access may enter and exit at their discretion.

Access Card. A military Department- State of California Identification and Access Card (ID/Access) will be issued to each OTAG employee scheduled to be employed at OTAG for a minimum of 30 days or longer and other selected military personnel that conduct business in this building on a regular basis. The ID/Access card, OTAG Form 640-2, contains basic information and a photo of the employee. The Director Plans, Operations, and Security (CAJS-PO) perform the day-to-day management of the ID/Access Card Program.

Procedures. All permanent, selected temporary civilian/military employees, and active general officer's will be issued an ID/Access Card. The employee's Directorate will forward Request(s) for ID/Access Card(s) to the Plans, Operations, and Security Operations Officer. The request will be accompanied by a completed OTAG Form 600-3 (see pages B-2a and 2b).

- a. An employee scheduled to work 30 days or longer will be issued an ID/Access Card.

Building Access

- b. Those employees scheduled to work 30-179 days, in any status are considered temporary employees and will be issued a temporary access card.
- c. An employee scheduled to work less than 30 days will not receive an access card. Individuals will enter the building through the Security Desk Entrance.

Changes. Employees are responsible to submit data changes to the Security NCO in a timely manner. It is the responsibility of each directorate to recover the ID/Access Card from an employee terminating his/her employment at OTAG.

EMPLOYEE LOCATOR & IDENTIFICATION WORKSHEET																							
SECTION I LOCATOR FILE DATA																							
NAME (LAST, FIRST MI)				GRADE:		CATEGORY:																	
POSITION TITLE:			OFFICE SYMBOL:		OFFICE PHONE #:																		
TEL INST. CODE:		DISTRIBUTION BOX #:		EMPLOYEE STATUS:		PERM/TEMP:																	
HOME ADDRESS:					TEMP DUTY START DATE:																		
CITY, STATE & ZIP					TEMP DUTY END DATE:																		
HOME PHONE ()		UNLISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		ALT HOME PHONE: ()		UNLISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO																	
(TELEPHONE NUMBERS WILL NOT BE RELEASED TO CALLING PARTIES WITHOUT YOUR APPROVAL)																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%; text-align: center;"><u>YEAR</u></th> <th style="width: 25%; text-align: center;"><u>MAKE</u></th> <th style="width: 35%; text-align: center;"><u>LICENSE NUMBER</u></th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="vertical-align: top; padding-right: 10px;">List all vehicles which could be used</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>								<u>YEAR</u>	<u>MAKE</u>	<u>LICENSE NUMBER</u>	List all vehicles which could be used	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	<u>YEAR</u>	<u>MAKE</u>	<u>LICENSE NUMBER</u>																				
List all vehicles which could be used	_____	_____	_____																				
	_____	_____	_____																				
	_____	_____	_____																				
	_____	_____	_____																				
SECTION III DATA FOR DEPARTMENT I.D. CARD																							
SSN:		COLOR OF EYES:	WEIGHT:	HEIGHT:	SEX:	DATE OF BIRTH:																	
I.D. CARD NO:																							
SECTION IV CERTIFICATION																							
"The above information is certified correct"																							
SIGNATURE: _____ DATE: _____																							
SECTION VI STAFF DIRECTORY (to be completed by Director or Chief of Section)																							
<input type="checkbox"/> List <input type="checkbox"/> Do not list this individual in the OTAG Staff Directory.					INITIALS OF DIRECTOR OR CHIEF OF SECTION:																		
<p>This data sheet will be maintained as a permanent record of this headquarters. When data changes occur, advise the Receptionist or EOC Operations Officer by completing a new OTAG 600-3 indicating name and only those items that have changed.</p>																							

EMPLOYEE LOCATOR & IDENTIFICATION WORKSHEET																										
SECTION I LOCATOR FILE DATA																										
NAME (LAST, FIRST MI) Doe, John D.				GRADE: E-1		CATEGORY: E																				
POSITION TITLE: Personnel Admin Specialist			OFFICE SYMBOL: CAMP		OFFICE PHONE #: 63###																					
TEL INST. CODE:		DISTRIBUTION BOX #: ##		EMPLOYEE STATUS: Tech		PERM/TEMP:																				
HOME ADDRESS: 123 David St					TEMP DUTY START DATE:																					
CITY, STATE & ZIP Sacramento, CA 95827					TEMP DUTY END DATE:																					
HOME PHONE (9 16) 123-4567			UNLISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		ALT HOME PHONE: ()																					
					UNLISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO																					
(TELEPHONE NUMBERS WILL NOT BE RELEASED TO CALLING PARTIES WITHOUT YOUR APPROVAL)																										
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	<u>YEAR</u>	<u>MAKE</u>	<u>LICENSE NUMBER</u>																							
List all vehicles which could be used	98	Honda	1245jkh																							
SECTION III DATA FOR DEPARTMENT I.D. CARD																										
SSN: 000-00-0000		COLOR OF EYES: Brown	WEIGHT: 175 lbs	HEIGHT: 69"	SEX: M	DATE OF BIRTH: 01-Aug-80																				
						I.D. CARD NO:																				
SECTION IV CERTIFICATION																										
"The above information is certified correct"																										
SIGNATURE: _____				DATE: 18-Jan-00																						
SECTION VI STAFF DIRECTORY (to be completed by Director or Chief of Section)																										
<input type="checkbox"/> List <input type="checkbox"/> Do not list this individual in the OTAG Staff Directory.					INITIALS OF DIRECTOR OR CHIEF OF SECTION:																					
This data sheet will be maintained as a permanent record of this headquarters. When data changes occur, advise the Receptionist or EOC Operations Officer by completing a new OTAG 600-3 indicating name and only those items that have changed.																										

Building Maintenance and Janitorial Services

General

- a. Commercial janitorial service is provided daily as part of the lease agreement with the building owner.
- b. Daily janitorial services includes: emptying trash containers, ash trays, latrines, sweep or dust-mop all hard surface floors, carpet sweep all carpeted, clean glass entrance doors, damp-mop the three tiled entry lobbies daily, windows in the three lobbies will be cleaned daily. Vacuum all carpets twice each week.
- c. Whenever these services are not performed, email the Building Manager of the deficiencies. The Building Manager is to assure that services paid for as part of the lease are received.
- d. Landscaping is part of the lease and provided by contract. Grounds are to be maintained in a clean, attractive and professional manner. Report any problems to the Building Manager.
- e. Window Cleaning is done three times a year.

Building Repairs

General

- a. OTAG has a full time Building Maintenance Worker (BMW) who handles minor repairs and services to the building, which is the result of our requirements. Actions that belong to the building owner will be handled by the owner.
- b. Submit work order requests in memorandum form, to the Building Manager, who will prioritize the request and issue to the BMW for action.
- c. The BMW performs a wide variety of work to include minor painting, wall repair/patching, hanging pictures, minor furniture repairs, re-keying, key and lock controls.
- d. Work not performed by the BMW includes plumbing repairs, electrical repairs, heating/cooling items, and landscaping, janitorial, light bulb replacement.
- e. Moving or removing furniture is a function of the Military Depot. Weekly trips are made to OTAG for the purpose of picking up excess furniture and delivering items. Requests for furniture moves should be made to the Depot Manager.

Bulletins

OTAG Administrative Information Bulletins

General

- a. OTAG Administrative Information Bulletins will be published as a means of transmitting information to staff members of this Headquarters. This information will generally address matters pertaining to internal staff functions and announcements.
- b. When applicable, the information contained in the OTAG Administrative Information Bulletins will be incorporated into the OTAG Administrative Manual (OAM) or other regulatory form as soon as possible.
- c. OTAG Administrative Information Bulletins will be numbered sequentially by calendar year and distributed on the basis of one copy to each primary staff section within the Army, Air and Joint Staff Divisions, and as required, to the field.
- d. Individual directorates **will not** publish their own proposed bulletins. Requests to publish bulletins must be forwarded to the Directorate of Administration for review and formatting.

Cafeteria and Vending Machines

General

- a. **Cafeteria.** OTAG has a contract with a private vendor to operate the cafeteria. Hours of operation vary but generally cover early morning and lunch Tuesday through Friday.
- b. **Vending machines** are available in the Cafeteria for use by OTAG employees. All revenue from the vending machines supports blind vendors in the CA Department of Rehabilitation business Enterprise Program.

Classified Documents

General. The Custodian of Army Classified Material for this Headquarters is the Director of Administration. The Custodian of Air Classified Material is the Executive Officer, Air Division. These custodians are responsible for the proper receipt and storage of classified material, received and issued out by this Headquarters.

Access to Classified Documents. Employees having the proper security clearance and the “need to know” may obtain classified documents from the Air or Army custodian.

Individual Responsibility. All employees are reminded of their responsibility for the protection of all classified material in their possession to prevent disclosure of the contents to individuals who do not have a requirement for the material and/or a proper security clearance.

Reference. AR 380-5, Storage and Handling of Classified Material.

Color Guard Detail

General. There is a continuing requirement to provide Color Guards for various functions and activities. The following policy is announced to ensure that this requirement is met in a proper and equitable manner.

Responsibilities

- a. The Director of Administration, Protocol Branch (CAJS-AD-PRO) is responsible for handling all requests for a Color Guard Detail. CAJS-AD-PRO will determine the appropriateness of the request and, if approved, will advise the NCOIC of the Color Guard Detail.
- b. The NCOIC of the Color Guard Detail will review the detail assignment, determine the number of personnel to be used, the event NCOIC, and uniform to be worn. All members of the Color Guard Detail are volunteers who must clear participation, in any event, conducted during normal duty hours with their supervisor.
- c. The event NCOIC will contact the soldiers/airmen (all volunteers) to determine who is available for the occasion, establish practice time, coordinate with the requestor, initiate the detail's travel orders, obtain the appropriate transportation and, if necessary, visit the duty site in advance of the duty date to ensure proper flag clearances. Event NCOIC will refer all awards/complaints/new volunteers/difficulties to the Color Guard NCOIC for disposition.
- d. Soldiers and airmen whose M-Day assignment is either HQ (-) STARC or HQ Air National Guard, or whose full time duty is performed at OTAG, are eligible to volunteer for the Color Guard Detail. All Army National Guard soldiers who are volunteers will have the following available for wear as determined by NCOIC of Color Guard Detail: Class A, Battle Dress and Dress Blue Uniform. Air National Guard airmen who are volunteers will have the following available for wear as determined by NCOIC of Color Guard Detail: Class A and Battle Dress.

Benefits. Color Guard Detail activities provide a high level of visibility for the California National Guard. This level of visibility can enhance both the image and public perception of this organization, which must take advantage of such opportunities.

Command Section

General. The Command Section consists of the following positions:

- a. The Adjutant General.
- b. Assistant Adjutant General.
- c. Chief of Staff.
- d. Executive Officer.
- e. Staff General Secretary.

Responsibilities of the Command Section. Directors will inform their Division Deputy Adjutant Generals, in a timely manner, on all important matters which may directly affect the California National Guard. It is the Division's responsibility to inform the Command section of the same. Individual employees of this headquarters may also inform their supervisor of the same.

Command Section Policies, Plans and Control consist of the following:

- a. Establishment of, or changes to, policies or California National Guard positions.
- b. Exceptions to policies submitted to a higher or lateral headquarters.
- c. Nonroutine plans which effect the employment of units and their mission.
- d. Statistical control data reflecting discipline, morale, administration and management of the command.

VIP Correspondence includes the following:

- a. Correspondence from the Governor's office.
- b. Correspondence from any elected official, federal, state, or local.
- c. Letters to and from Senior Civil authorities and other VIPs.
- d. Requests for visits from VIPs to any unit, installation or Command Section.
- e. Correspondence signed by a general or other flag officer who is not a member of the California National Guard.

Command Section

Command Section will be notified of those actions prescribed as follows:

- a. Disapproval's or nonconcurrences and/or recommendations concerning California National Guard doctrine or policy.
- b. All actions, issues, or concepts that can not be resolved.
- c. Recommended disapproval's for VIP visit requests.
- d. Commendations, criticism or censure.
- e. Major activities or requirements for special reports.

Inspections, Investigations, and Reports.

- a. Staff inspection reports reflecting an unsatisfactory rating.
- b. Reports of Annual general inspections.
- c. Reports of inspections and/or investigations made or directed by higher headquarters.
- d. Replies to Inspector General complaints forwarded by the Department of the Army and Air Force.
- e. Complaints which allege faults by any element of the California National Guard.
- f. Serious accidents or occurrences involving military or civilian personnel or property.
- g. Allegations against general officers.
- h. Equal Employment Opportunity (EEO) actions which must be resolved through the appeal process.
- i. Those units that receive excessive EEO complaints (3 or more in on year).

Miscellaneous. Any other matters deemed appropriate by directors including correspondence previously cleared for publication by the Adjutant General.

Command Suspense System

General. The Command Suspense system is the method for maintaining an accurate and up-to-date record of all requirements tasked to the three divisions and joint staff officers.

Policy

- a. The Executive Officer of the Command Section is responsible for the Command Suspense System. The Command Suspense System is maintained on line and available at all times for the three divisions and selected personnel to access. The on-line system allows individuals to check the status of their suspense documents and provide an update by responding on line.
- b. All suspense items are provided in hard copy (if required) and listed by corresponding subject on line. The on-line Command Suspense System is managed on Outlook under TASKS. There are three distinct columns listed: (1) Subject; (2) Due Date; and (3) Categories which contains the name(s) of the Division/individual responsible.
- c. Extensions are coordinated directly with the Executive Office, and when granted, the "Date Due" column is changed to reflect the new suspense date. Comments are made in the remarks section of the on-line task/suspense document.
- d. A suspense item must be completed and returned to the command section by the suspense date unless an extension has been granted. Extensions must be requested at least one day in advance of the suspense date. Extensions will not be granted when requested after the suspense date.

Commercial Travel

General. Carlson-Wagonlit Travel can provide brochures and make personal travel arrangements, however, California National Guard, State and Federal, employees will have their travel arrangements made by Carlson-Wagonlit Travel, while they are traveling in an "Official Business" status.

For further information please call Carlson-Wagonlit Travel at extension 63800.

Complaints/Grievances

State Active Duty (SAD) Employees. Grievance procedures for SAD employees are in CAL ARNGR 600-1/CA ANGR 35-1.

State Civil Service Employees. Grievance procedures for State Civil Service employees are in CAL ARNGR 690-3/CA ANGR 40-03 and their particular Bargaining Unit Contract.

Federal Civil Service Employees. Grievance procedures for Federal Civil Service employees are in the California National Guard Technician Personnel Manual.

Active Guard and Reserve (AGR) Employees. AGR employees will use their chain of command for resolution of complaints. Employees have the right to contact the Inspector General (CAAG-IG) in the event that their chain of command cannot resolve the issue(s).

Inspector General (IG). All employees, whether federal or state, have the right to see the Inspector General. The Inspector General should only be contacted after all military or civilian sources for resolution of the issue(s) have been used.

Conference Rooms and Quiet Rooms Schedules

General. Conference room schedules are maintained in the Command Section. All conference rooms are available on a first come, first served basis and should be scheduled as far in advance as possible. Conference room scheduling procedures are as follows:

- a. Notebooks marked with the corresponding conference room are located on the credenza, next to the mailbox, in the Command Section.
- b. Individuals simply check the appropriate notebook for date and time required.
 - (1) If the conference room is available, the individual desiring to reserve the room(s), blocks the time required by drawing a straight line, signs, dates, and lists their telephone number in the notebook, **in pencil only!**
 - (2) If the room is not available, the requesting individual can contact the person who has the conference room reserved and request a change or choose another conference room.
 - (3) No one is obligated to surrender a scheduled conference room, except to the Command Section.
 - (4) The Command Section has priority for all conference rooms.
- c. Keys for the conference rooms are maintained in the top credenza drawer below the Notebooks. All keys must be returned when finished.
- b. Main Conference Room, Rm. 137.
 - (1) Reservations maintained by Command Section.
 - (2) The room has three projection screens with computer for PowerPoint and VCR presentations.
 - (3) Videoconference and Teleconference Ready.
 - (4) Conference table seating for 24.
 - (5) Folding chair capacity around 50.
 - (6) Auditorium style seating limited to 100.

Conference Rooms and Quiet Rooms Schedules

(7) Clean up and return of Conference Room to original configuration the responsibility of the individual and Directorate that reserved the room.

c. TAG Conference Room, RM227.

- (1) Reservations maintained by the Command Section.
- (2) Conference table seating for 12.
- (3) Folding chair capacity around 30.
- (4) Room not suited to audiovisual presentations.

d. Army Division Conference Room, Rm. 230.

- (1) Reservations maintained by the Army Division.
- (2) Conference table Seating for 6.
- (3) Folding chair capacity around 16.
- (4) Room set up for TV/PowerPoint Projection.

e. Air Division Conference Room, Rm. 227

- (1) Reservations maintained by the Air Division.
- (2) Conference table Seating for 10.
- (3) Folding chair capacity around 10.
- (4) Room equipped for TV/VCR.

f. Quiet Rooms Rm., 108, 133, 137A, 214.

- (1) Quiet Rooms are reserved by the Command Section.
- (2) Rooms are established for short-term private meeting.

Copy Machine Management

General. The Director of Administration is responsible for overall copy machine management responsibilities.

Responsibilities. Copiers will not be used for personal or other non-official use. Copy machines are located throughout OTAG. Specific responsibilities are as follows:

- a. Each Division/Branch/Section where a copier is located will designate individuals within the area as the Copy Machine Manager and an alternate. Provide the names and phone numbers of these individuals to the Director of Administration. Provide changes to these assignments as they occur.
- b. Managers will maintain a supply of paper and toner; insure monthly use reports are phoned or faxed to vendor each month.
- c. Copiers will not be use for personal or other non-official use.

Policies

- a. Copy machines **WILL NOT** be moved from installed locations by anyone other than vendor representatives.
- b. Each copy machine is rated at a maximum monthly amount of copies. Upon appointment, Copy Machine Managers (and alternates) are to contact the Director of Administration to determine the maximum for their machine.
- c. If monthly use continually exceeds copy machine allowance, a request to upgrade the machine should be submitted to the Director of Administration.

Authorized Users

- a. Full time employees of the Military Department whose principal duty station is at OTAG.
- b. Inactive Duty Training (IDT) members of the CAARNG assigned to HQ(-) STARC.
- c. IDT members of the CAANG assigned to HQ CAANG.
- d. Members of the State Military Reserve (SMR).

Operational Procedures. Print requirements that exceed more 25 copies must be accomplished by the Print Shop. Large print jobs can be accomplished by the Print Shop at a reduced cost.

Correspondence

General

Army Regulation 25-50, Preparing and Managing Correspondence, provides guidance for the preparation of memorandums and letters for Army Personnel. Department of the Army Pamphlet 600-67, Effective Writing for Army Leaders, provides guidance on staff writing standards for Army personnel.

Air Force Manual 37-126, Preparing Official Communications, and Air Force Handbook 33-337, The Tongue and Quill, provide guidance for the use and preparation of official memorandums and letters for Air Force personnel.

Examples of memorandums and letters can be found at the end of this section.

Command Correspondence

1. The following signature blocks will be used on all outgoing correspondence prepared for the Adjutant General, Assistant Adjutant General, or the Chief of Staff:

Military Correspondence

PAUL D. MONROE, JR.
Major General
The Adjutant General

EZELL WARE, JR.
Brigadier General
Assistant Adjutant General

JAMES P. COMBS
Brigadier General
Chief of Staff
California National Guard

Civilian Correspondence

Paul D. Monroe, Jr.
Major General
The Adjutant General

Ezell Ware Jr.
Brigadier General
Assistant Adjutant General

James P. Combs
Brigadier General
Chief of Staff
California National Guard

- a. Do not use the letter "P" in parentheses to denote promotable as part of a signature block on Army correspondence. However, it may be used in an address for such things as congratulatory notes.
- b. The proponent office originating civilian correspondence will type its complete office identification on the far left of the second line below date. (i.e., Army Division, Military Personnel, Office of Policy and Liaison, etc.)
- c. The proponent office originating military correspondence will type its office symbol on the far left (i.e., CAAG; CAAD; CALG; CAMP)

Correspondence

- d. The following authority line will be used on formal correspondence requiring the signature of a Colonel or higher.

FOR THE ADJUTANT GENERAL:

3. All formal correspondence leaving this headquarters will have the authority line, or will be signed by The Adjutant General (TAG). All correspondence mailed to persons, agencies or units outside this headquarters must be appropriately staffed. Responses to correspondence signed by a legislator will be coordinated with the Office of Policy and Liaison and prepared for The Adjutant General's signature. All correspondence leaving this headquarters will be on the appropriate letterhead.

4. Informal Memorandums used within this headquarters will not include an authority line.

Letterhead. General guidelines for letterhead usage:.

1. Any informal correspondence originating from OTAG and distributed within the headquarters or our subordinate commands does not require the use of letterhead stationery. Any and all correspondence originating from OTAG and distributed outside of the headquarters requires the use of letterhead stationery.
2. The type of letterhead used depends upon the audience the correspondence is sent to.
 - a. Federal correspondence to Federal Agencies should be accomplished using Federal letterhead. There are two types of Federal Letterhead available at OTAG, Army Regulation 25-50 Appendix B, B-2 h has information on how to determine their use.
 - b. State correspondence to State Agencies should be accomplished using the State of California Military Department Letterhead.

Sample Formats.

- | | |
|--------------------------|-----------|
| 1. Trip Report | Page C-15 |
| 2. Memorandum for Record | Page C-16 |
| 3. Memorandum | Page C-17 |
| 4. Point Paper | Page C-18 |

Correspondence

5. Information Paper	Page C-19
6. Summary Paper	Page C-20
7. Position Paper	Page C-21
8. Letter of Recommendation	Page C-22
9. Selection for Promotion Paper	Page C-23
10. Letter of Condolence	Page C-24
11. Letter of Reference	Page C-25
12. Informal Memorandum	Page C-26

Correspondence

TRIP REPORT FORMAT



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
CALIFORNIA ARMY NATIONAL GUARD
UNIT IDENTIFICATION
ADDRESS or PO BOX
CITY, CALIFORNIA 9XXXX-XXXX

CAJS-DA (MARKS number)

MEMORANDUM FOR XXXXXXXXXXXXX

29 October 99

SUBJECT: Trip Report Format

1. TRAVELER(S): Include rank, first name or initial, and surname. Provide position titles if travelers are from different offices or organizations.
2. PURPOSE: Briefly state the reason for the trip. This report should answer the questions who, what, where, why, how much, and provide recommendations and conclusions. Attach meeting minutes or any other background documents that provide more detailed information if needed. The official memorandum is a good example; however, you should reference AR 25-50 for preparing Army correspondence and Air Force Manual 37-126 for preparing Air Force correspondence.
3. ITINERARY: List location(s) visited, inclusive dates, and key personnel contacted.
4. DISCUSSION: Base the amount of detailed information you include here on the knowledge level of your intended readers. Always include the trip objective, problems encountered, findings, future commitments made, and your contribution to the event.
5. CONCLUSIONS/RECOMMENDATIONS: Summarize your findings and/or recommend actions.

FOR THE COMMANDER:

Encl(s)
Minutes, 29 Oct 99

JOHN DOE
COL, GS, CAARNG
Director, XXXXXXXXX

Correspondence

Memorandum for Record Format/Example



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
CALIFORNIA ARMY NATIONAL GUARD
UNIT IDENTIFICATION
ADDRESS or PO BOX
CITY, CALIFORNIA 9XXXX-XXXX

CAJS-DA-AO (345-2)

29 October 99

MEMORANDUM FOR RECORD

SUBJECT: Preparing a Memorandum for Record (MFR)


1. Type the office symbol at the left margin on the eighth line from the top of the paper, space twice and type the MARKS number in parentheses. Stamp or type the date on the same line ending at the right margin. You may also type or hand write the MFR on the bottom of all record or file copies. This procedure saves paper, filing space, and ensures that all information about the subject is in one place.
2. Type the words MEMORANDUM FOR RECORD in upper case letters at the left margin on the third line below the reference or office symbol.
3. Type SUBJECT: in upper case letters at the left margin on the second line below MEMORANDUM FOR RECORD. Type the subject of the MFR beginning two spaces after the colon.
4. Begin the text on the third line below the last line of the subject.
5. Limit the MFR to one page.
6. Mark the paragraph and subparagraphs of the MFR like a basic memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as per the basic memorandum. Do not use an Authority Line. Anyone can prepare and sign an MFR.
7. When MFRs are placed on the bottom of record or file copies, use an abbreviated form. Begin the type two lines below the last line of the pending correspondence and abbreviate MEMORANDUM FOR RECORD by typing MFR. Omit the office symbol, MARKS number, date, and subject line. Two lines below the MFR, begin typing the text.

Encl(s)

JOHN DOE
COL, GS, CAARNG
Director, XXXXXXXXXX

Correspondence

Memorandum Format/Example

				DEPARTMENTS OF THE ARMY AND THE AIR FORCE CALIFORNIA ARMY NATIONAL GUARD UNIT IDENTIFICATION ADDRESS or PO BOX CITY, CALIFORNIA 9XXXX-XXXX	
				S: SUSPENSE DATE	
1		H	OFFICE SYMBOL (MARKS NUMBER)	1	
2		E		2	29 October 99
1		A			
2		D	MEMORANDUM FOR Commander, Fifth United States Army, Fort Sam Houston, TX 78234-6000		
3		I			
1		N	SUBJECT: Using and Preparing a Memorandum		
2		G			
1					
2					
3					
			1. This example shows how to prepare a formal memorandum. Allow one inch for the left and right margins. Use Courier or Arial 10 or 12 point type.		
			a. Type the office symbol at the left margin two lines below the seal. Type the marks number in parentheses, two spaces after the office symbol.		
			b. Stamp or type the date on the same line as the office symbol, ending at the right margin. If there is a suspense date, type it two lines above the office symbol line ending as close as possible to the right margin.		
B					
O					
D					
Y			c. Type MEMORANDUM FOR on the third line below the office symbol. Begin the single address one space after MEMORANDUM FOR. If the memorandum for address extends more than one line, begin the second line under the third letter of the first word after memorandum for. Addresses may be in upper and lower case type or all upper case type.		
			d. Type the SUBJECT of the memorandum on the second line below the last line of the address.		
			e. Begin the first paragraph of the TEXT at the left margin on the third line below the last line of the subject.		
			2. When used, type the AUTHORITY LINE at the left margin on the second line below the last line of the text.		
1			AUTHORITY LINE:		
2					
1		C			
2		L			
3		O			
4		S			
5		I	2 Encl(s)		JOHN DOE
		N	1. DA Form 4187		COL, GS, CAARNG
		G	2. Orders 114-6		Director, XXXXXXXXXX

Correspondence

Point Paper Format/Example

POINT PAPER

SUBJECT BEING REFERENCED

SUBJECT: Point Paper

DISCUSSION:

- The point paper is a memory stimulator or quick reference outline.
 - It assumes knowledge of the subject by the intended user.
 - It is a concise document for presenting key points, facts, positions, or questions in a brief, orderly fashion
- There is no standard format. This example illustrates the most popular.
 - It is usually formatted by an action officer to conform to a superiors' style.
 - It may have headings such as SUBJECT, DISCUSSION, CONCLUSION, RECOMMENDATION, CURRENT STATUS, etc...
- The point paper is done in outline form using telegraphic wording, key words and phrases in bullet format.
 - Use dashes before major thoughts, further indent subordinate thoughts.
 - Avoid details and chronologies.
 - Double space between items and try to limit the paper to one page.
 - Include classification marking on each bullet if the paper is classified. Follow DO 5200.1 – R/AFR 205-1 for preparation, marking, and handling.
- The paper should be prepared to stand alone; however, graphs, schedules, and background date may be attached.
- Use of conclusions or recommendations depends on the purpose of the paper. If appropriate, put conclusions under CURRENT STATUS.

CURRENT STATUS:

- Summarize latest position or most current information.

Atch
(if any)

Name of person writing paper/persons initials typing paper/date

Correspondence

Information Paper Format/Example

Current: 29 October 99
Expires: 29 November 99

Information Paper
CAPO 500-1

SUBJECT: CIVIL DEFENSE/LAND DEFENSE PLANNING

ISSUE: Civil Defense and Land Defense doctrine is changing.

DISCUSSION:

1. Recent magazine article by General Nutting, CINCREDCOM, states that:

- (Civil Defense) In coordination with FEMA, REDCOM recently completed a series of regional civil – military conferences to clarify organizational systems and procedures necessary to perform this vital mission. REDCOMs plan now sets forth the military chain of command for operations in CONUS as well as specific operational procedures for execution of this plan.

- (Land Defense/Facility Protection) REDCOM plan deals with the land defense of CONUS should evolving conventional and unconventional threats warrant such action. When acts of aggression, indications of an immanent attack, or other actions that could signal a prelude to war, the plan provides for a simple, workable security guard concept with resources dispersed to protect facilities across the U.S., in addition to a rapid response capability to contest any lands threat.

2. Inquiries indicate that the reference plans are not actually in publication. Concept plans have been a JCS or DA for sometime awaiting approval, but there are major disagreements with other commands such as FORSCOM. CNGB has requested and will receive REDCOM briefing on their proposed plans on 1 Nov 99. Regional Civil/Military briefing mentioned above did not involve state civil/military agencies.

3. It will likely be at least several months before any derivative plans (FORSCOM CONUSA) would be available as a basis for new STARC plans. When that occurs, we can expect an emphasis on new CD/LD planning.

COL TUCKER, X66597

SOURCE: Defense 98, Nov/Dec; NGB-MS; OES

DISTRIBUTION: CAAG-CS, CAAD, ANG/CG CARM, CAUS, CAOT, CAAS-SMR, CATC-CO, CAAL-CR, CACS-SL, CRTS-IC, 40TH ID, 11TH TC, 49TH BDE.

Correspondence

Summary Paper Format/Example

Plans and Operations
Sacramento, CA 95827
14 December 99

CAPO

SUBJECT: Selective Service Registration for 18 year olds

PROBLEM: To determine California Army National Guard participation in Selective Service Registration Day

DISCUSSION:

1. Presidential Order suspended the daily registration of 18 year olds in early 1975. Registration for the future will be accomplished once a year on dates to be announced.
2. Budget reductions resulted in reducing Selective Service offices in California from 99 to 00. Local Selective Service Boards (non paid) still exist. Additional budget cuts are expected to further reduce the number of offices.
3. Budget restrictions may preclude the conduct of registration day prior to FY 00.
4. California Army National Guard assistance in distributing materials is crucial to the conduct of a statewide registration day. Tab B.

PUBLICITY IMPACT: Very favorable publicity can be derived.
FUNDING IMPACT: Recruiting funds may not be required in FY 00.
PERSONNEL IMPACT: California Army National Guard participation can be on a drill status.

RECOMMENDATION:

1. The letter at Tab A be approved.
2. That planning continue to support Selective Service.

2 Encl
as

JOHN DOE
COL, GS, CA ARNG
Plans and Operations

COORDINATION:

CAOT-ZX (CONCUR) (NONCONCUR)	_____
CAPA-Z (CONCUR) (NONCONCUR)	_____
CALG-Z (CONCUR) (NONCONCUR)	_____
CAOT-TR (CONCUR) (NONCONCUR)	_____

The summary sheet is attached to the front of the correspondence package, it is never used alone but must be written to "stand on its own". Non-concurrence will be the next to the last tab. That tab will fully explain the reasons for non-concurrence and must be signed by the branch Director or higher.

Correspondence

Issue paper Format/Example

PROBLEM / ISSUE

1. The position paper is written to take a stand on an issue. It is for evaluating proposals, raising new ideas for consideration, or attacking a current situation or proposal.

DISCUSSION

2. A good position paper has three elements: a brief introduction which states the problem or issue, the basic discussion, and the conclusion / recommendation and/or restatement of your position. The introductory paragraph should contain a clear statement of your purpose in presenting the issue and your position on it. The bulk of the paper should consist of integrated paragraphs or statements that logically support or defend your position. The discussion leads the reader logically to the conclusion or recommendation.

3. The specific format of the position paper varies. A popular format is shown here and may be used for the expanded background paper. It consists of double-spaced, numbered paragraphs of any length, but usually between 3 and 8 pages.

CONCLUSION/POSITION

4. The key to an effective position paper is to get to the point quickly, cover all aspects of the issue in sufficient detail to meet the objective, and close the paper with a sense of finality.

Name of person writing paper/persons initials typing paper/date

Correspondence

Letter of Recommendation paper Format/Example



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
CALIFORNIA ARMY NATIONAL GUARD
UNIT IDENTIFICATION
ADDRESS or PO BOX
CITY, CALIFORNIA 9XXXX-XXXX

CAJS-DA-AO (345)

29 October 99

MEMORANDUM FOR (School, Proponent, Program)

SUBJECT: Letter of Recommendation

President, (Address of appropriate Selection Board)

1. This letter is in support of Staff Sergeant (enter name) application for (Warrant Officer Candidate School or Officer Candidate School). I have observed his/her outstanding performance since (enter date) and would be remiss if I did not comment on his/her capabilities and skills in support of this application.
2. Staff Sergeant (name) is one of the most outstanding noncommissioned officers that I have ever known. His/Her primary duties have been (enter all major duties since joining the unit).
3. I presently have two noncommissioned officers under my supervision. Staff Sergeant (name) could do either job with no difficulties.
4. Staff Sergeant (name) is physically fit, has polished manners, a keen sense of humor, and a good personality. He/She presents an outstanding appearance in both military and civilian attire. He/She is above reproach in personal conduct, has no apparent moral weakness, and is highly informed on professional affairs.
5. Staff Sergeant (name) cheerfully welcomes additional challenges and proves to all that he/she has the maturity, intelligence, experience, and initiative to assume a position of responsibility.
6. I strongly recommend Staff Sergeant (name) be accepted as a (Warrant Officer/Commissioned Officer Candidate). I firmly believe that he/she possesses the necessary qualities required of an officer. He/She has the ability, character, and potential to succeed as a (Warrant Officer/Commissioned Officer).

JOHN DOE
COL, GS, CAARNG
Commanding

Correspondence

Selection for Promotion Format/Example



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
CALIFORNIA ARMY NATIONAL GUARD
UNIT IDENTIFICATION
ADDRESS or PO BOX
CITY, CALIFORNIA 9XXXX-XXXX

October 29, 1999

Headquarters Minus, State area Command

Soldier Name
Address of Military Unit

Dear (name):

Congratulations on your promotion to the grade of (rank). It is proper recognition for the fine record of service you have established and your potential for further contribution to our unit.

Best wishes for continued success in all of your future endeavors.

Sincerely,

John Doe
Colonel
Commander

Correspondence

Letter of Condolence Format/Example



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
CALIFORNIA ARMY NATIONAL GUARD
UNIT IDENTIFICATION
ADDRESS or PO BOX
CITY, CALIFORNIA 9XXXX-XXXX

October 29, 1999

Directorate of Administration

Soldier Name
Home Address

Dear (rank, last name):

It is with deep regret that I heard the news of the passing of your father. The loss of a loved one is always a severe shock and can be a difficult and trying ordeal for you and your family.

Mr/Mrs (your spouses name) and I are joined by (deputy director or other and wife/husband) and all of the members of our organization in extending our deepest sympathy to you and your family. We hope that you will call on us if there is anything we can do to help you in this time of bereavement.

With deepest sympathy,

John/Jane Doe
Colonel
Director, Administration

Correspondence

Letter of Reference Format/Example



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
CALIFORNIA ARMY NATIONAL GUARD
UNIT IDENTIFICATION
ADDRESS or PO BOX
CITY, CALIFORNIA 9XXXX-XXXX

October 29, 1999

Directorate of Administration

Name and address of future employer, registrar, etc ..

Dear Mr/Mrs/Miss (name):

The purpose of this letter is to provide an honest, straightforward account of (person you are writing about) ability and character.

Since (date) (rank spelled out, ie: Staff Sergeant, last name) has performed his/her duties as (position title) in an outstanding manner. His/Her primary duties are (enter duties).

(Rank spelled out, last name) is dependable, honest and is beyond reproach in character. He/She has no known problems.

(Rank spelled out, last name) has an amazing ability to get along with other co-workers. He/She has a pleasant personality, is tactful and applies sound leadership principles to obtain the best from personnel under his/her supervision and other elements.

He/She cheerfully welcomes additional challenges and has the maturity, intelligence, experience and initiative to assume a new position of responsibility.

I would be most willing to answer any further questions concerning (rank spelled out, last name) and can be reached at (area code and telephone number). I have complete confidence that he/she will be successful (in his/her new employment or academic endeavors, etc.).

Sincerely,

John Doe
Colonel
Director, Administration

Correspondence

Informal Memorandum Format/Example

CAJS-DA-AO (345-2)

29 October 99

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Preparing an Informal Memorandum

1. Type the office symbol at the left margin on the eighth line from the top of the paper, space twice and type the MARKS number in parentheses. Stamp or type the date on the same line ending at the right margin. You may also type or hand write the MFR on the bottom of all record or file copies. This procedure saves paper, filing space, and ensures that all information about the subject is in one place.
2. Type the individual(s) name(s) in upper case letters at the left margin on the third line below the reference or office symbol.
3. Type SUBJECT: in upper case letters at the left margin on the second line below MEMORANDUM FOR . Type the subject of the Informal memorandum beginning two spaces after the colon.
4. Begin the text on the third line below the last line of the subject.
5. Limit the informal memorandum to one page.
6. Mark the paragraph and subparagraphs of the informal memorandum like a basic memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as per the basic memorandum. Do not use an Authority Line. Anyone can prepare and sign an MFR.

Encl(s)

JOHN DOE
COL, GS, CAARNG
Director, XXXXXXXXX

DISTRIBUTION
A

Display of Art, Posters, and Notices

General. Posting signs, notices, or other written material is not allowed except on bulletin boards or other display equipment designed for this purpose. This is required to prevent damage to painted surfaces and maintain a clear entry and exit to work areas. No commercial or political notices are permitted. Artwork displayed in common areas will be shown only with the approval of the Joint Facilities Board

Duty Hours and Office Conduct

Duty Hours. The Office of The Adjutant General's normal duty hours consists of 8 hours a day, 40 hours per week Monday through Friday. However, an elected "Compressed work week schedule" is currently in use which requires 10 hours per day 40 hours per week Tuesday through Friday or Monday Through Thursday. Any other work schedule will be negotiated on a Directorate level.

- a. State Active Duty (SAD) Employees. SAD employees are normally required to work a minimum of 40 hours per week, usually 10 hours per day for a 4 day work week. The Duty day begins at 0700 and ends at 1730. SAD employees are considered to be on duty 24 hours per day. Reference: CAL ARNGR 600-1/CA ANGR 35-1.
- b. State Civil Service Employees. The normal workweek for State Civil Service employees is 40 hours per week, usually 10 hours per day for a 4 day work week. CAJS-SP must be advised in any case where supervisors establish a different workweek. Reference: CAL ARNGR 690-3/CA ANGR 40-03.
- c. Federal Civil Service Employees. The normal workday for Federal Civil Service Employees is from 0700-1730 hours. Reference: Technician Personnel Manual. NOTE: Technicians are not authorized flextime.
- d. Active Guard & Reserve (AGR) Employees. AGR personnel normally work 0700-1730 hours Tuesday thru Friday and when their unit of assignment is on IDT or AT. Additional duty beyond normal duty hours may be required to support the unit mission. The individual's immediate day-to-day supervisor will determine the work schedule. Reference: Support Personnel Management Office, Standard Operating Procedures for Active Guard & Reserve (AGR).
- e. Flextime. A State system that allows employees to choose their own times for starting and finishing work within a broad range of available hours.

Office Conduct. Employees will conduct themselves in a manner that does not disturb other employees or sections. Loud boisterous or profane language is not permitted.

- a. No alcoholic beverages may be brought to or consumed within OTAG.
- b. Political activities of headquarters personnel employed on a full time basis are limited for federal employees by the provisions of the Federal Personnel Manual, and for state employees by Title 2 of the State Government Code. Among other provisions, these references provide that no person is obligated by reason of his appointment/employment or position, to contribute services or funds to any political campaign. Questions involving the propriety of any political activity proposed to be engaged in by full time personnel should be directed to the Support Personnel Management or State Personnel Offices.

Education/Training

TO BE PUBLISHED

Emergency Alert Response Notification

Command Level Alert and Emergency Response Notification.

General

- a. The alert and notification system pertains to both federal and state emergencies. The alert notification process is identical for either emergency.
- b. The Joint Operations Center (JOC) Operations Officer is responsible for managing the emergency notification system and for maintaining phone numbers of primary points of contact.

Notification During Duty or Non-Duty Hours

- a. Emergency notifications/or Staff Duty Officer (SDO) during normal duty hours will be directed to the JOC Operations Officer via telephone number (916) 854-3440, DSN 466-3440, or CAGNET 63440. These are 24 hour numbers.
- b. JOC Operations Officer, or NCO will respond to the alert and immediately advise the Director, Plans and Operations or the Deputy, Plans and Operations.
- c. Director, Plans and Operations or the Deputy, Plans and Operations will notify the Chief of Staff, Army, Air, Joint Staff Divisions, and Chief of Staff California National Guard.
- d. Director, Plans and Operations will then disseminate orders or information as directed by The Adjutant General or the Deputy Adjutant General to appropriate ARNG/ANG Senior Commands and OTAG staff.

Notifications Directly to The Adjutant General

- a. The Adjutant General could be notified directly by National Guard Bureau of a full or partial mobilization of the California National Guard.
- b. Upon direct receipt of an alert message, The Adjutant General will notify the Secretary General of the General Staff to alert the Deputy Adjutants General who will, in turn, notify their commands and staff.

Emergency Operations

General

- a. Emergency Operations are the responsibility of the Director of Plans and Operations, and Security (CAJS-PO).
- b. Policies and Procedures for use during emergency operations are contained in the following headquarters publications:
 - (1) The California National Guard Emergency Procedure Plan (CNG-EPM), outlines operations during state emergencies,.
 - (2) Emergency plans have been published that specify how CNG forces will be organized, tasked, employed and supported for particular types of state emergencies.
- c. Officers are responsible to review and be familiar with the CNG-EPM and the various plans.
- d. Officers and enlisted personnel assigned to this headquarters must be familiar with the Alert and Notification Plan.

Emergency Procedures

General. The following are procedures pertaining to specific emergencies and/or incidents which may occur at this building.

Earthquake

- a. While in the building:
 - (1) Stay inside the building.
 - (2) Stay clear of windows, overhead fixtures, filing cabinets and bookcases.
 - (3) Take shelter under tables, desks, doorways or other similar places.
 - (4) Keep calm and wait for emergency instructions.
- b. While outside the Building:
 - (1) Do not return to the building.
 - (2) Get into an open area away from the building and power lines.
- c. While driving a vehicle:
 - (1) Stop the vehicle and stay inside.
 - (2) Do not stop under trees, light poles or signs.
- d. Evacuation of Building is ordered:
 - (1) Evacuate as instructed by emergency personnel to the evacuation area.
 - (2) Be aware of fallen debris, specifically electrical wires while exiting.
 - (3) Be prepared for after shocks.
 - (4) Follow all emergency instructions.

Fire. The primary consideration during a fire is the safety of OTAG Employees. The following are standard procedures in the event of a fire:

- a. Call the Fire Department.
- b. Extinguish fire if safe to do so.

Emergency Procedures

- c. Sound fire alarm, notify the Emergency coordinator to implement evacuation.
- d. Emergency evacuation routes are detailed in the Employee Evacuation Plan contained in Appendix 4 under tab E of this manual. Also these routes have been conveniently posted next to all exits.

Telephonic Bomb Threat

- a. Immediately write down the caller's exact words.
- b. Ask the following questions, if possible:
 - (1) Where is the bomb?
 - (2) When will the bomb explode?
 - (3) What does it look like?
 - (4) What kind of bomb is it?
 - (5) Why was the bomb placed?
- c. Obtain as much detailed information as possible from the above questions as bombers often wish to avoid injury or death.
- d. Keep the caller on the phone as long as possible to obtain information concerning the following:
 - (1) Date/time of call.
 - (2) Type of Caller (male, female, young, old, etc.).
 - (3) Speech pattern, accent, soft voice, heavy voice, intoxicated, etc.
 - (4) Background noises.
- e. Immediately report the call to the Director Plans, Operation, and Security.
- f. When a bomb threat is received indicating the item is coming by mail, employees should:
 - (1) Not handle suspicious letters, envelopes or packages.

Emergency Procedures

- (2) The emergency coordinator will coordinate the necessary search procedures and make appropriate notifications to the proper authorities if anything is found.

Suspected Bomb Device

- a. Immediately alert the Director Plan, Operations, and Security then evacuate the area of the suspected bomb.
- b. Prior to final departure of the area and without touching the device, make a description of the device for the authorities if possible.
- c. Call the Fire Department if necessary and/or upon the recommendation of the Crisis Action Center (CAC) team.
- d. It may be necessary to evacuate the entire building, if so directed, use the Fire Exit Plan (Employee Evacuation Plan contained in Annex B).

Explosive Detonation

- a. Immediately contact the SDO with the following information:
 - (1) Injuries.
 - (2) Fires.
 - (3) Type of explosion (faulty boiler, bomb, etc.).
- b. The appropriate emergency authorities, ambulance, fire department, etc. will be contacted by Plans, Operations, and Security.
- c. Evacuate able individuals in the immediate area using the most direct route out of the building.
- d. Use the Fire Exit Plan when the entire building requires evacuation; proceed to evacuation sites and wait for instructions from emergency personnel.

Troublesome Intruder

- a. In the event any employee should come in contact with a troublesome intruder, one who is verbally abusive, aggressive, yet nonviolent, intoxicated, etc., do not attempt to handle the situation without assistance. All employees should be alert to unfamiliar individuals in the building acting in a strange or unusual manner.

Emergency Procedures

- b. Other employees should remain away from the incident area as it could cause the situation to become worse.
- c. Contact Plans, Operations, and Security as soon as possible.

Dangerous Intruder

- a. All concerned employees should evacuate the area immediately to remove the possibility of hostages if possible.
- a. The first available individual will call Plans, Operations, and Security. The Director will contact the police.
- b. A building evacuation may be ordered, if necessary.
- c. Employees confronting the intruder(s) should not cause any unnecessary situations that would escalate risks to themselves or others.

Intelligence Threat of Intrusion/Terrorism

- a. Terrorism. The calculated use of violence or the threat of violence to attain goals, political, religious, or ideological in nature. This is done through intimidation, coercion, or instilling fear. Terrorism involves a criminal act that is often symbolic in nature and intended to influence an audience beyond the immediate victims.
- b. For a nonspecific threat of terrorism against U.S. Military Personnel or facilities in the general geographic area, all Military Department personnel should:
 - (1) Be aware of unusual actions/vehicles/events in the parking lot area off the main property but in the general area of the property.
 - (2) Be aware of individuals who have entered the building and who are conducting themselves in a suspicious manner.
 - (3) Be aware that building access may be in an emergency lock-down mode which restricts access locations.
 - (4) Use caution when conducting phone conversations.
 - (5) Monitor deliveries to the building.

Emergency Procedures

- (6) Ensure that all personnel/employees are briefed, specifically about the sensitive areas to the building.
- c. For a specific threat of terrorism against U.S. Military personnel or facilities within a particular geographic area, all Military Department personnel should:
 - (1) Ensure that all personnel/employees are briefed.
 - (2) Implement emergency building lock-down (restricted access points) which includes requiring proper identification.
 - (3) Be aware of activities outside the building.
 - (4) Monitor all deliveries to the building.
 - (5) Considerations will be given to the possibility of increasing night security staff.
- d. For imminent threat of terrorist acts against specific U.S. Military personnel or facilities:
 - (1) Increase building security to include access lock-down.
 - (2) Monitor all vehicles to include the possibility of inspection/search.
 - (3) Personal protection for high-risk personnel.
 - (4) Inspect all packages to include the possibility of inspecting briefcases and handbags.
- e. All personnel should be alert to activities not only in their work area but inside/outside the building. It is better to challenge a situation than to let it go on with possibility of endangering lives.

Employee Council

Purpose. The purpose of the Employee Council is to promote efficiency, cooperation, morale and welfare among headquarters employees. The Council coordinates cultural, recreational and social activities for employees.

Representation

- a. Each directorate has a representative serving on the Council. The Council meets at the call of the President.
- b. Each branch selects a representative for a one year term. The selection process occurs annually.
- c. The representative selects an alternate to act in their absence.

Council Officers. The Council has a President, Vice President, Secretary and Treasurer. These officers serve one year terms.

Representative Responsibilities. Each representative on the Council will ensure that employees in their Directorate are informed of Council meetings. Concerns or recommendations for the Council may be forwarded to a representative or their alternate.

Council Sponsored Activities. The Council sponsors activities such as picnics, pot luck meals, bus trips and special holiday parties. Recommendations are encouraged and may be provided to Council representatives or submitted using the suggestion box located inside the Employee Lounge.

Employee Council Constitution

General. The constitution governing the function of the Military Department Employees Council.

Preamble

- a. The State Military Department Employees Council was originally organized on 1 June 1964 for the purpose of promoting the following goals:
 1. Better morale and welfare of employees.
 2. Developing harmony and cooperation among employees.
 3. Encouraging social activities for the employees.

Employee Council

- b. The Council does not intend to circumvent existing labor organizations.

Composition

- a. Nature of Council and Composition shall be the representative body of all the employees, officer, enlisted and civilian personnel, of the State Military Department, California National Guard Headquarters at 9800 Goethe Rd, Sacramento, California 95826-9101. Representation of the council shall be on the basis of one representative per twenty (20) employees from each Section, Branch or Division within the Military Department. The Council will meet at the call of the President. Meetings will be held a minimum of once each month.
- b. Employee Council representatives shall be selected, or designated with their consent, by their respective section, Branch, or Division. Each representative will serve for a term of one year from the date of selection.
- c. Each representative will select an employee, with their consent, as an alternate from their respective Section, Branch, or Division, who will serve for the same term of office. The Alternate Representative shall, during the absence of the representative, attend meetings of the Council, perform the same duties and exercise the same rights as the representative.
- d. Miscellaneous.
 - (1) Membership on the Council shall terminate by reason of dismissal, resignation from the Military Department, transfer from the office, or by resignation from the Council.
 - (2) Absence from three consecutive meetings may, at the discretion of the Council, deemed grounds for dismissal from the Council.
 - (3) Transfer to another Section, Branch, or Division within the building may, at the discretion of the Council, because for separation and/or replacement on the Council.
 - (4) No member of the Council is enlisted to any compensation for services rendered on behalf of the Council.

Officers.

- a. Officers of the Council shall consist of the following:
 - (1) President

Employee Council

(2) Vice President

(3) Secretary

(4) Treasurer

b. These officers, who shall be members of the Council, will be elected by the Council by secret ballot or show of hands to serve a term of one year.

c. Duties of the Council Officers:

(1) President shall: Preside at the meetings of the Council

(a) Act as executive officer of the Council and Supervise its affairs.

(b) Countersign checks issued by the Treasurer.

(c) Be an ex-officio member of all Council committees, with the advice and consent of the Council.

(d) Call special meetings of the council as required.

(e) Perform other duties as may be delegated by the Council.

(2) The Vice President shall:

(a) At the request of, or during the absence of, the President, act for the President (to include countersigning checks).

(b) Assume duties of the President for the remainder of current term should the position become vacated. A special election will be held to elect a new Vice President for the remainder of the current term.

(c) Perform other duties as delegated by the Council.

(3) The Secretary shall:

(a) Keep a record of all proceedings of the Council.

(b) Conduct the Council's correspondence and have custody of all its papers and records, in cooperation with the President.

Employee Council

(c) Ensure a copy of the minutes of each meeting of provided to each Council member prior to the next scheduled meeting.

(d) Perform other duties as delegated by the Council.

(4) The Treasurer shall:

(a) Be custodian of the funds of the Council.

(b) Deposit said funds to the credit of the Military Department employees Council in a bank designated by the Council.

(c) Pay such bills as have been approved by the Council sign, with the President, or Vice President all checks and drafts.

(d) Keep a record of all bills paid.

(e) Furnish a financial statement of each regular meeting of the Council.

(f) Effect an annual audit of Council funds/records by the Comptroller's Office.

(g) Perform such duties as may be delegated by the Council.

(h) Not be a member of the staff of the Inspector General.

d. Removal of Council Officers: Any officer of the Council may be removed from office for cause by an affirmative vote of two-thirds of the Council members present at a meeting by secret ballot, provided however, that notice of such intended action be given the representatives of the Council in writing at least ten (10) days prior to said meeting, and said officer be permitted to appear, but not vote, at said meeting in his/her own behalf.

Committees. The President may appoint committees as needed to conduct the affairs of the Council.

Assessments/Expenditures.

a. Revenues will be derived from ventures approved by a majority of all Council members present at a Council meeting called by the President.

b. Expenditures will be approved by a majority of all Council members prior to the actual obligation of funds.

Employee Council

Miscellaneous

- a. Unless specifically provided herein or unless the President calls for a vote by secret ballot, the Council shall vote on all matters by open ballot.
- b. No meeting of the Council or any committee will be properly convened unless a quorum is present. A quorum shall consist of the majority of the Council membership.
- c. This Constitution may be amended by two-thirds vote of the representatives on the Council at two (2) successive meetings of the Council.
- d. The Constitution and Bylaws will be read in January of each year to the new Employees Council members.
- e. The Council will vote as to the currency of the Constitution and Bylaws in February of each year.

Employee Evaluations

General. All military and civilian performance rating systems are based on the assumption that the supervisor and the employee meet periodically for an informal evaluation discussion. These evaluation interviews are important and can be very productive when handled properly. The employee should initiate a request for an interview in the event that their supervisor does not provide the opportunity for this type of counseling.

State Active Duty (SAD) Employees. An OCG Form 900-20 (see E-14a), State Active Duty Evaluation of Performance, will be prepared annually as of 30 June for each SAD member. Reference CAL ARNGR 600-1/CA ANGR 35-1.

State Civil Service Employees. Standard Form 637 (see E-14b,c), Individual Development Plan, will be submitted in accordance with CAL ARNGR 690-3/CA ANGR 40-03 for each State Civil Service employee in this classification.

Federal Civil Service Employees. Federal civil service employees receive annual evaluations as required by the California National Guard Technician Personnel Manual.

Active Guard & Reserve (AGR) Employees. Annual evaluations will be completed for AGR employees as required by AR 623-105/AR 635-205 (Army) and AFR 36-10/ANGR 35-03 (Air).

STATE ACTIVE DUTY EVALUATION OF PERFORMANCE

PART I - ADMINISTRATIVE DATA

Last Name, First Name Middle Initial	SSN	SAD Grade	Position Title
Unit/Activity of Assignment			Period Covered

PART II - PERFORMANCE EVALUATION

PERFORMANCE FACTORS	RATING SCALE (See reverse for instructions)								COMMENTS
1. PRODUCTIVITY	0	1	2	3	4	5	N/A		
2. QUALITY OF WORK	0	1	2	3	4	5	N/A		
3. INITIATIVE	0	1	2	3	4	5	N/A		
4. WORKING RELATIONSHIPS	0	1	2	3	4	5	N/A		
5. ADAPTABILITY	0	1	2	3	4	5	N/A		
6. JUDGMENT	0	1	2	3	4	5	N/A		
7. INTEREST IN JOB	0	1	2	3	4	5	N/A		
8. ABILITY TO WORK INDEPENDENTLY	0	1	2	3	4	5	N/A		
9. ORAL EXPRESSION	0	1	2	3	4	5	N/A		
10. WRITING ABILITY	0	1	2	3	4	5	N/A		
11. CONFIDENCE IN OWN KNOWLEDGE & ABILITY	0	1	2	3	4	5	N/A		
12. SELF IMPROVEMENT	0	1	2	3	4	5	N/A		
13. ACCEPTS RESPONSIBILITY	0	1	2	3	4	5	N/A		
14. MOTIVATES OTHERS	0	1	2	3	4	5	N/A		
*15.	0	1	2	3	4	5	N/A		
GROSS TOTAL ALL COLUMNS:							**		

* Other performance factors directly related to the individual's position.

** Divide by number of rated elements x 10 = Evaluation Score $\frac{\quad}{\quad} \div \frac{\quad}{\quad} \times 10 = \frac{\quad}{\quad}$ Evaluation Score

NARRATIVE COMMENT ON ALL RATINGS OF 0

SIGNATURE OF INDIVIDUAL		DATE
SIGNATURE OF RATER	TITLE	DATE
SIGNATURE OF REVIEWING OFFICER	TITLE	DATE

STATE OF CALIFORNIA



INDIVIDUAL DEVELOPMENT PLAN

For Future Job Performance of Permanent Employees

STD. 637 (REV. 7-94)

EMPLOYEE NAME: <i>(Last, First, Middle Initial)</i>		LAST PERFORMANCE DISCUSSION DATE	DATE OF THIS PERFORMANCE DISCUSSION
CIVIL SERVICE TITLE	POSITION NUMBER	DEPARTMENT SUBDIVISION	
STATE DEPARTMENT NAME		EMPLOYEES HEADQUARTERS	
PERFORMANCE OBJECTIVES--Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job or to develop employee skills.		PLANS FOR ACHIEVING OBJECTIVES-Specific methods by which the employee can work toward accomplishing his or her performance objectives (in-service training course, college courses, rotation, special work assignments for training purposes, etc.).	

I HAVE PARTICIPATED IN A DISCUSSION OF OVER-ALL JOB PERFORMANCE

EMPLOYEE'S SIGNATURE	DATE SIGNED	SUPERVISOR'S SIGNATURE	DATE SIGNED
			

PERFORMANCE APPRAISAL SUMMARY

OF PAST JOB PERFORMANCE OF PERMANENT EMPLOYEES

STD. 637 (REV. 7-94) (Reverse)

PERFORMANCE FACTORS	I	M	E*	COMMENTS*
1. QUALITY OF WORK: Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective.				
2. QUANTITY OF WORK: Consider the extent to which the amount of work produced compares to quantity standards for the job.				
3. WORK HABITS: Consider the employee's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.				
4. RELATIONSHIPS WITH PEOPLE: Consider the extent to which the employee recognizes the needs and desires of other people, treats others with respect and courtesy, and inspires their respect and confidence, etc.				
5. TAKING ACTION INDEPENDENTLY: Consider the extent to which the employee shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.				
6. MEETING WORK COMMITMENTS: Consider the extent to which the employee completes work assignments, meets deadlines, follows established policies and procedures, etc.				
7. ANALYZING SITUATIONS AND MATERIALS: Consider the extent to which the employee applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions.				
8. SUPERVISING THE WORK OF OTHERS: Consider the employees effectiveness in planning and controlling work activities, motivating and developing subordinates, improving work methods and results, encouraging and supporting employee suggestions for work improvement, applying policies, selecting and developing subordinates in accordance with State Personnel Board and departmental affirmative action policies.				
9. PERSONNEL MANAGEMENT PRACTICES: Consider the extent to which the employee understands and applies good personnel management practices including affirmative action and upward mobility. Does the employee contribute effectively to the implementation of State Personnel Board and departmental equal employment opportunity policies and to the attainment of affirmative action goals?				
10. QUALITY SERVICE AND CUSTOMER SATISFACTION COMMITMENTS: Consider the extent to which the employee is polite, prompt, and helpful; has a positive outlook; willingness to be responsive to customers needs; promotes innovative solutions in the application of policies and procedures to the extent possible; gives clear and complete information; welcomes feedback; seeks guidance as necessary and strives to customer service excellence.				

GENERAL COMMENTS OR COMMENTS ON OTHER FACTORS

*The supervisor may make "comments" only, or may use rating categories only, or may use either or both methods of appraisal on any performance factor, as he or she prefers. The rating categories are:

- I - Improvement needed for performance to meet expected standards
- M - Performance fully meets expected standards
- E - Performance consistently exceeds expected standards

Employee of the Month Program

General. The Employee-of-the-Month Program was established by The Adjutant General to recognize non-supervisory employees of the Military Department who have made significant contributions to the success of the California National Guard. This program has been exceptionally well received by all concerned and will continue indefinitely.

Eligibility. The following eligibility requirements for non-supervisors are:

- a. Federal Technicians GS/WG Enlisted and Civilian Personnel
- b. State Civil Service All
- c. State Active Duty E-1 through E-7 pay grades
- d. Active Guard Reserve E-1 through E-7 pay grades

Selection Schedule. Each of the three division staffs will submit a selection packet to the Secretary of the General Staff (CAAG-SGS), by the fifth working day of each month preceding the month they have been assigned, based on the schedule listed below.

<u>Air Division</u>	<u>Army Division</u>	<u>Joint Staff Division</u>
January	February	March
August	April	May
	June	July
	September	October
	November	December

Responsibility

- a. The appropriate Division will:
 - (1) Submit a selection packet using a Routing and Transmittal Form, OTAG Form 310-9, consisting of the individual's name, duty title, a brief description of how the selectee contributed to the success of the organization and a short biographical sketch, to CAAG-SGS IAW the selection schedule.
 - (2) Notify the Building Manager of the selectee.
 - (3) Notify the employee of selection and availability of parking space.
 - (4) Host a lunch in honor of the selectee and present certificate.
- b. The Secretary of the General Staff, upon receipt of the selection packet, will:

ROUTING AND TRANSMITTAL FORM

SUBJECT:

FROM:

DATE:

THRU:

DATE:

THRU:

DATE:

TO: COMMAND SECTION ATTN:

SUSPENSE CONTROL NUMBER: _____

☐ REQUEST FOR SIGNATURE:

☐ TAG

☐ AAG

☐ XO

☐ TAG IS THE ONLY PERSON AUTHORIZED TO SIGN (PROVIDE REFERENCE) _____

☐ REQUEST FOR REVIEW/APPROVAL:

☐ TAG

☐ AAG

☐ XO

☐ INFORMATION

☐ TAG

☐ AAG

☐ XO

THIS HAS BEEN STAFFED BY THE FOLLOWING ACTIVITIES EXTERNAL TO SENDER'S DIVISION OR SPECIAL/ PERSONAL STAFF ELEMENT:

ACTIVITY

CONCUR

NON-CONCUR

☐ EXTERNAL STAFFING IS NOT REQUIRED

COMMENTS:

SPECIAL PROCESSING/HANDLING REQUIREMENTS:

REVIEWED/APPROVED/RELEASED BY:

SIGNATURE

GRADE

TITLE

THIS SPACE FOR COMMAND SECTION USE

TO:

FROM:

DATE:

S:

TO:

FROM:

DATE:

Employee of the Month Program

- (1) Notify the Office of Public Affairs (CAJS-PA) of the selectee.
 - (2) Provide a copy of the biography to the Directorate of Administration.
 - (3) Prepare a biography for display.
- c. The Office of Public Affairs, upon receipt of the selectee's name, will:
- (1) Contact the photographer to coordinate and take a photograph of the selectee.
 - (2) Mount the photograph in a frame and place onto the display.
- d. The Directorate of Administration, upon receipt of the biography, will:
- (1) Prepare and distribute an OTAG Memorandum announcing the selected employee of the month.
 - (2) Provide a suitable framed certificate to the appropriate division or special staff for presentation to the selectee.
- e. The Building Manager, upon receipt of the selectee's name, will reserve and mark an appropriate parking space at the Headquarters on Goethe Road.

Energy Conservation

General

- a. The State of California requires the Military Department to control our energy use. As part of this program, we may not heat above 70 degrees or cool below 78 degrees. These guidelines are published in the State Administrative Manual, Management Memo 99-13, published on 13 Sep 99
- b. Employees are not authorized to have personal coffeepots, heaters, refrigerators, or microwaves. Directorates are authorized to have such items only when they are available to all employees of a given section.
- c. Computer monitors should be set to shut down when not used. Monitors left on waste energy and decrease the life of the monitor
- d. Energy conservation is everyone's job. In addition to the financial waste of taxpayers dollars, wasting energy is bad for the environment. Use only the energy necessary and take all practical means to conserve energy.
- e. The OTAG energy conservation program is run by CAFE.

Enlisted Association of the National Guard of the United States

General. The purposes of EANGUS are to promote and maintain adequate national security, to promote and advance the status welfare and professionalism of the enlisted members of the National Guard of the United States.

- a. **Benefits.** In addition to its annual conference, on-going legislative efforts and publications of the Association's Magazine, EANGUS also sponsors a low-cost full time insurance program for its members.
- b. **Eligibility.** Membership in EANGUS is open to all enlisted Army and Air National Guard men and women (E-1 thru E-9). There are three types of memberships: Annual, Life and Honorary.
- c. For further information call 1-800-234-EANG or log on to EANGUS at <http://www.eangus.org>.

Evacuation Plan

Purpose. To define responsibilities and procedures for evacuating state Headquarters and STARC personnel from the building during an emergency. The goal is to ensure all employees and persons in this office are evacuated safely and efficiently.

Scope. Responsibilities and procedures of this plan apply when the building is occupied during STARC inactive duty training (IDT) weekends as well as during the normal Military Department workweek. All employees and assigned military personnel are expected to become familiar with this plan and act accordingly in the event an evacuation is required.

Responsibilities

- a. Directors, Floor Wardens and Supervisors, are responsible for ensuring that everyone under their supervision is familiar with the contents of this plan.
- b. An Emergency Evacuation Committee will be formed consisting of the Emergency Coordinator, his alternate, the building manager, all the floor Wardens and Monitors to review building evacuation procedures and make recommendations or improvements.
- c. The Director of Plans, Operations, and Security is the Emergency Coordinator for the Military Department, and will chair the Emergency Committee.
 - (1) The Emergency Coordinator is tasked with coordinating this plan within the Military Department. He will schedule meetings for the Emergency Committee and will periodically conduct practice evacuation drills and test emergency equipment such as hand-held radios and flashlights.
 - (2) The Emergency Coordinator will train all officers and key NCOs who work in the Joint Operation Center (JOC) to perform duties of the Emergency Coordinator in the event he/she is not available during an emergency.
- d. Directorates listed in Appendix 3 will train alternates in the event of the primary's absence. The Directorates listed are responsible for their assigned areas. This responsibility extends to tasks that may require execution on a STARC drill weekend. Directorates may have as many monitors as needed to adequately perform the tasks required.

Appendices

- a. Appendix 1 - Emergency Instructions
- b. Appendix 2 - Emergency Medical Treatment During Emergency
- c. Appendix 3 - Emergency Assignments
- d. Appendix 4 - Evacuation Exits
- e. Appendix 5 - Emergency Agency Telephone Numbers

Evacuation Plan

Appendix 1 – Emergency Procedures

General Instructions

- a. In the event of an emergency, contact Security Desk, report the emergency, and its location.
- b. Floor Wardens will evacuate their personnel from the building as directed by this plan.
- c. In an evacuation, all personnel will proceed to their designated Assembly Areas along the routes indicated by the Floor Warden and follow any special instructions given.
- d. The evacuation of handicapped persons will be given the highest priority during the emergency.

Specific Instructions.

Emergency Coordinator: (Director of Plans, Operations, and Security or designated representative)

- (1) Assess the situation.
- (2) If emergency evacuation condition exists:
 - (a) Activate the Emergency Evacuation Hand-Held Radio Net (Primary: Channel 1, Alternate: Channel 2).
 - (b) Contact Floor Wardens and inform them of the Emergency.
 - (c) Instruct Floor Wardens to evacuate injured personnel if a life-threatening situation is imminent. If the threat is not imminent, Floor Wardens will be instructed to protect the injured personnel until medical aid arrives.
 - (d) Release Floor Wardens to assigned assembly points.
 - (e) Station Building Security personnel with a hand-held radio outside the building to direct Law enforcement/Fire Department to the location of the emergency.
 - (f) Assist Law Enforcement/Fire Department as required. Relay to them the location of the emergency or injured personnel requiring emergency medical attention.
 - (g) Remain at the Security Desk until all personnel have cleared the building or until the position becomes untenable, and relocate to secondary position.
 - (h) Advise Assembly Monitors when employees may reenter the building.

Evacuation Plan

UPON NOTIFICATION FOR EVACUATION.

Building Manager: (Installation Facilities)

- a. Report to the Security Desk and assist the Emergency Coordinator.
- b. Control utilities to prevent damage and assist emergency responders in obtaining access to water, power, HVAC, and communication systems.

Floor Wardens:

- a. Enter Hand-Held Radio Net (Channel 1, alternate Channel 2) and relocate to the designated Floor Warden Post. Alert all personnel in the area of responsibility to evacuate the building. Specify the nature of the emergency, the Assembly Area, and route.
- b. Activate Hand Held Air Horn.

Three blasts signals evacuation.
One blast indicates all clear
- c. Release all monitors to their respective areas.
- d. Receive reports from Area Monitors of any evidence of fire or structure failure. Ascertain status of any injured personnel. Identify the location of any injured persons to the Emergency Coordinator. Verify that emergency medical assistance has been requested.
- e. Check locations not reported as being cleared by Area Monitors.
- f. Release Area Monitors to assembly point after their areas are clear.
- g. Radio the Emergency Coordinator when the floor has been vacated. Depart for assembly point.

Area Monitors:

- a. Identify location of the emergency. Direct evacuees to depart the building via nearest stairway or exit which would not jeopardize their safety.
- b. Receive reports from the assigned Restroom Monitors and Handicapped Persons Assistant that those areas are clear of personnel.
- c. Visually inspect restroom and handicap work areas to ensure they are cleared of personnel if a report is not received from a monitor.
- d. Ensure all conference/quiet rooms are evacuated in area of responsibility.
- e. Instruct Restroom & Handicapped Persons Assistant to depart the area.
- f. Inform the floor warden when the area is cleared of personnel.

Evacuation Plan

- g. Release the Stairway Monitor when personnel have cleared the area.
- h. Depart for Assembly Point upon instructions of the Floor Warden.

Handicapped Persons Assistant:

- a. Help the handicapped leave the building.
- b. Do not attempt to evacuate people in wheelchairs via the elevator. Commandeer others to help you assist individuals who need special care.

Restroom Monitor:

- a. Take the issued flashlight and visually inspect the assigned restroom.
- b. Instruct anyone in the restroom to depart the building immediately.
- c. Assist personnel as necessary.
- d. Inform the Area Monitor when the assigned area is cleared of personnel; depart for the Assembly point.

Stairway/Elevator Monitor:

- a. Report to the assigned stairway/elevator.
- b. Do not allow other than emergency personnel to reenter the area.
- c. Depart upon Floor Wardens' order or when the position is secure.

Assembly Point Monitors:

- a. Immediately enter Hand-Held Radio Net (Channel 1) and go to the assigned post. Depending on traffic on channel 1, the security desk may request Assembly Point Monitors or Floor Wardens to change to channel 2.
- b. Prevent personnel from getting into their automobiles.
- c. Take 100% count of all individuals. If you have any missing personnel, report the absence to the Emergency Coordinator. Senior representatives from every Directorate will report to Assembly Point Monitor on the accountability of the personnel in that directorate.
- d. Allow building reentry only upon Emergency Coordinator's order.

Evacuation Plan

APPENDIX 2 – EMERGENCY MEDICAL TREATMENT DURING EVACUATION

1. Floor Wardens, and assembly Point Monitors will follow these procedures upon discovering an employee requiring medical treatment during evacuation:

a. Assess the situation, identify the illness/injury, and select appropriate action:

(1) Evacuate individual if he/she is able to walk.

(2) If moving of the individual is risky and his/her location is not in immediate danger, wait for arrival of emergency medical assistance.

(3) If injured person's location becomes unsafe, move him/her to safety as carefully as possible.

b. Contact the Emergency Coordinator and report the following

(1) Specify location. Examples: "Individual is on the second floor next to the elevator." "Individual is located at Assembly Point D."

(2) Describe the nature of the medical emergency and condition to the individual concerned.

(3) Dispatch a guide to meet Fire Department/Medics.

c. Floor Warden/Assembly Area Monitor will notify the Emergency Coordinator of the incident, record the event, and safeguard the individual's personal property, until it can be returned to the appropriate Director.

d. The Emergency Coordinator will inform the Fire Department of the injury. The Fire Department will contact the ambulance service.

e. A Serious Incident Report (SIR) must be provided by the appropriate supervisors to the security desk as soon as practical.

Evacuation Plan

APPENDIX 3 – EMERGENCY ASSIGNMENTS

<u>FUNCTION</u>	<u>RESPONSIBLE OFFICE</u>	<u>SYMBOL/EXT</u>
Emergency Coordinator	Plans and Operations	CAJS-PO/63440
Alternate Emergency Coordinator	Plans and Operations	CAJS-PO/63440
Building Manager	Facilities	CAFE/63246
 FIRST FLOOR WARDEN AREA A Area A Monitor Area A Handicapped Assistant Area A (2) Stairway Monitors Area A Assembly Point Monitor	 Information Management	 CAJS-IM/63553
 FIRST FLOOR WARDEN AREA B Area B Monitor Area B Handicapped Assistant Area B Stairway Monitor Area B Restroom Monitor Area B Assembly Point Monitor	 Logistics (Army)	 CALG/63476
 FIRST FLOOR WARDEN AREA C Area C Monitor Area C Handicapped Assistant Area C (2) Stairway Monitors Area C Restroom Monitor Area C Assembly Point Monitor	 Military Personnel (Army)	 CAMP/63233
 SECOND FLOOR WARDEN AREA D Area D Monitor Area D Handicapped Assistant Area D (2) Stairway Monitors Area D Assembly Point Monitor	 Human Resources Office	 CAJS-HR/63439
 SECOND FLOOR WARDEN AREA E Area E Monitor Area E Handicapped Assistant Area E Stairway Monitor Area E Restroom Monitor Area E Assembly Point Monitor	 Air Division Operations	 ANG-DO/63700
 SECOND FLOOR WARDEN AREA F Area F Monitor Area F Handicapped Assistant Area F (2) Stairway Monitors Area F Restroom Monitor Area F Assembly Point Monitor	 Facilities	 CAFE/63320

Evacuation Plan

Appendix 5 – Emergency Agency Telephone Numbers

Agency Phone Numbers

(All numbers are 916 area code)

California Highway Patrol	453-2400
Local Police (Sacramento County Sheriff)	911
Fire, Rescue, Emergency (Fire Department)	911
Explosive Ordinance Disposal (California Highway Patrol)	453-2400
Electric Company (SMUD)	452-3211
Gas Company (Pacific Gas and Electric Co.)	800-743-5000
Water Company (Citizens Utilities District)	568-4200
Building Security (Front Lobby Desk)	854-3000
Building Security (Front Lobby Desk)	Duty Hours: 854-3000 Non-Duty Hours: 854-6400
Building Facilities Manager (LTC Larry Dixon)	854-3246
Plans, Operations, and Security	854-3440

Family Programs

Operation Ready Families

General

- a. The Operation Ready Families Program mission is to assist units as they support the families of members of the California National Guard during peacetime and times of training and deployment.
- b. Operation Ready Families Program continues to strive towards building a basic foundation of training and education through use of local and state resources that encourages the “Total Guard Family”, by promoting a strong partnership in which the family, community, and Guard members participate.
- c. Vision of the future is a fully functional Family Member Chain of Concern working with a fully supportive Chain of Command to enhance California National Guard mission readiness.

Our Core Values

- a. Integrity - The foundation of uncompromising and steadfast adherence to the truth coupled with the courage to be honest.
- b. Quality - Competent people providing continually improving products and services to the Total Guard Family.
- c. Caring - Mutual respect and regard for all people.

Key Program Elements

- a. Command Support – written and verbal. Recognizing families as the key force multipliers they are.
- b. Assignment of a Military Point of Contact for Family Issues – An unit member with an empathy for families and their issues. Acts as liaison to the unit Ready Families Core Group and as action officer for family related tasks.
- c. Active Family Involvement in Unit Activities – including the Ready Families Program Core Group. The Core Group is made up of the Military Point of Contact, and family member volunteers including one volunteer leader who coordinates the group and its activities. During times of training and deployment, the Group is the system of support for unit families.

Family Programs

d. Unit Family Sponsorship – Introducing spouses, parents, children and other soldier/airmen loved ones to the unit, its mission and the role their Guard member plays.

e. Individual Accountability – Every member of the California National Guard is responsible to ensure his/her family is ready to accept their service to the nation, state, and community. If the families in a unit are not ready, the unit's safety and readiness are compromised.

State Family Readiness Coordinator. The Readiness Coordinator can be reached at 63252. Or you can log on to the California National Guard website at <http://www.calguard.ca.gov/readyfamilies/>.

Files and Reference Libraries

General. The Directorate of Administration, Records Management Branch, maintains general files and a reference library. Copies are maintained of:

- a. Selected correspondence from this headquarters.
- b. Department of Defense Publications.
- c. Department of Army Publications.
- d. National Guard Bureau Publications.
- e. Orders published by this headquarters.
- f. California Army National Guard and joint California Army National Guard/Air National Guard publications.

Department of the Air Force and California Air National Guard publications are maintained by the Director, Personnel and Administration (Air).

Use of Reference Libraries. Personnel are welcome to use the reference library in Records Management (or visit the Electronic Library on the web at www.calguard.ca.gov/cada/rm.htm) for research. Personnel may check out publications from the library in Records Management for a maximum of three days unless other arrangements have been made in advance with Records Management personnel. After the three day period has expired and a requirement to retain the publication remains, the publication must be returned to the library and signed out again.

- a. Additionally, many Department of the Army publications can be found in DA PAM 25-30 (on CD ROM). There are extra copies of this CD-ROM in the Records Management Branch for use.
- b. Visit the Records Management "Links" page on the web, which has many links to DOD publications (www.calguard.ca.gov/cada/links.htm).

Fire Safety

General

- a. Fire extinguishers are located throughout the building for emergency use. Generally they are located within 100 feet of every location in a hallway cabinet. All employees should familiarize themselves with the location of fire extinguishers near their work area and know how to use them.
- b. This building is protected by a fire sprinkler system that is electronically tied to the fire department. Should a major fire occur, the sprinklers are designed to extinguish a fire within the room of ignition. Sprinklers activate only after a fire has generated a temperature in excess of 150 degrees at the fire sprinkler head. Prevention is the key to fire safety.
- c. OTAG is equipped with emergency exit lights and emergency exit signs. Both the lights and signs are activated upon loss of electrical service to the building.
- d. OTAG does not have a centralized fire alarm system or public address system. Plans and Operations publish a fire plan that is included in the OAM.
- e. Information regarding Fire Evacuation may be found under **Tab E “Emergency Evacuation Plan”**.

Forms and Records Management

General. The Director of Administration is responsible for headquarters forms and records management. Forms and records prescribed for use by the Federal Government will be maintained and disposed of as prescribed in Army Regulation 25-400-2. State of California and Headquarters forms and records will be maintained and disposed of as prescribed in the California State Administrative Manual (SAM).

Implementation of new forms. Staff proponents of new forms will forward a draft copy of the proposed form to the Director of Administration, ATTN: Records Management. The transmittal memorandum must indicate who will stock the form, the effective date of the form, and the prescribing directive for the form. The Director of Administration will assign an appropriate number to the form, return the form to the proponent staff, and upload the form to the Electronic Library on the web (www.calguard.ca.gov/cada/rm.htm).

Period Review of Publications/Forms. In accordance with AR 25-30 all publications (regulations, circulars, manuals and blank forms) are to be reviewed at least every 12 months, insuring policies, procedures and guidance are current. To expedite this review process, the Directorate of Administration will require all staff proponents of publications to complete the Request for Periodic Review of Publication/Form (OTAG Form 25-1 dated 1 May 99, see F-5a) annually.

Furniture

Work Station Furniture

General

- a. Most employees have Haywood Systems Furniture in their workstations. Workstations are very functional and should be left in the original configuration.
- b. System furniture is a federal property item on the HQ STARC Hand Receipt. Each Directorate's systems furniture is on their hand receipt and must be accounted for.
- c. Each panel, shelf, work surface has a barcode to identify the item. Take care to protect the bar code.
- d. Employees are not authorized to reconfigure or move system furniture.
- e. Changes to the system furniture must be authorized and executed by the HHD STARC Property Book Section.
- f. Keys to system furniture are maintained by each Directorate. Most Directorates maintain a spare key to each lock. Replacement keys are available from the Building Manager. Submit a memo to the OTAG Building Manger with the cylinder lock number (see key control).
- g. The use of other non-system furniture will have to be approved by Facilities Engineering before use.

Graphic Services

Services Available

a. Some of the services offered by the Graphics Section are listed below:

Letterhead	Logo design	Briefing place name
Forms	Cartoon	Poster
Cover	Illustration	Chart
Certified/Award	Map	Sign
Flyer	Dymo desk label	Transparency
Brochure	Dymo door label	Display
Pamphlet	Headline	Visual aide
Invitation	Typesetting	Business Cards

b. To use any of the services listed above fill out an Art Request, OTAG Form 210 (See G-1a). This form should be placed in the yellow box in the Print Shop room at least one week in advance of the date needed.

c. Questions concerning the capability of the graphics section and/or the priority of the work being requested should be directed to the Director of Administration prior to submission of the work order.

d. Priorities are assigned weekly according to the date needed and the importance of the project. Priorities are subject to adjustment by the Director of Administration.

Completion of Art Request, OTAG Form 210. Special attention should be given to the following items.

a. Write in the actual date needed. ASAP will not guarantee a high priority. Actual dates are needed to help establish priorities.

b. The term "color" refers to the colors needed for the project to be completed. Color is usually not indicated on pre-press work as this is a subject to enter on a printing request. If color is needed on press work, indicate the number of colors.

c. Give the dimensions of the finished product.

d. If typesetting, paste-up or designing is required, the copy submitted should be typewritten or carefully printed. It should be clean and in complete final draft form. (Correct spelling, punctuation and capitalization, etc.). The graphics section's composition is the final product.

e. Any special composition instructions should be discussed with the Graphics Artist.

State of California Military Department

Graphics Work Order

OFFICE OF THE ADJUTANT GENERAL IS THE PROVIDER OF THIS SERVICE

Graphics provides three basic types of services:

1. **Pre-Press:** Copy preparation and topography is provided to assist in the preparation for printing of a variety of publications such as letterhead, forms, certificates, brochures, flyers etc.
2. **Project Coordination.** Projects requiring both copy preparation and printing will be coordinated through graphics.
3. **Finish Work** Plaques, charts, graphs, signs, and visual aids, etc.

YOUR NAME		PHONE NUMBER	MAIL BOX #
FROM (SECTION/UNIT)	<input type="checkbox"/> FEDERAL PROJECT <input type="checkbox"/> STATE PROJECT	DATE	DATE NEEDED

INSTRUCTIONS:

Office Use Only

SIGNATURE (approval for Special Projects)		STAMP IN	STAMP OUT
DATE RECEIVED	DATE COMPLETED		
ESTIMATED HOURS	ACTUAL HOURS		
FILE DESIGNATION	PROJECT STORAGE LOCATION		

OTAG Form 210 * Replaces OTAG Form 210 (1 Jun 91) which is obsolete.

Graphic Services

Business Cards.

- a. Military Department business cards, produced at OTAG, are available to employees and California National Guard members working at or assigned to OTAG.
- b. CA NG Form 25-30A, dated October 1999 will be used to request business cards. A supervisor's signature is required. Only one recipient may be named on a single request form. Requests will be forwarded to CAJS-A-G, Graphics.
- c. Business cards will contain only business information, personal information will not be included. The official business logo will be printed on the card. No other logos will be permitted. Examples of business cards and typesetting specifications are found on proceeding pages.
- d. A standard supply of business cards is 100. General Officers and Chiefs of Staff will receive a supply of 250. If the normal supply of cards is insufficient, justification for a larger amount of cards must be included in the additional instructions block on CA NG Form 25-30A (page G-2d), approved by the requestor's first line supervisor and the Admin Services Officer.
- e. See the OTAG "Administrative Policy Bulletin 99-2, Business Cards". Page G-2a

Ground Transportation

General

- a. A Transportation Motor Pool (TMP) is operated by this headquarters. It contains a limited fleet of GSA sedans, vans and carryall vehicles.
- b. The Directorate of Surface Maintenance (CAMN), is responsible for the operation of the TMP. Vehicles are to be used for official use only and operated in accordance with the provisions of CAL ARNGR 58-1. Unauthorized passengers are prohibited, i.e. anyone who is not a Government or state employee.
- c. This headquarters building no longer dispatches State owned vehicles.

TMP Operations

- a. The TMP will be operated between the hours of 0700 to 1730, Tuesday through Friday except for emergencies. Vehicles will not be dispatched during non-duty hours or on weekends except during HQ (-) STARC scheduled training assemblies.
- b. To meet legitimate travel requirements and to accommodate early departures and late returns, vehicles may be dispatched one day in advance and returned one day late. Dispatcher must be notified if vehicle will be returned late at least 12 to 24 hours in advance. Under these conditions, operators are responsible to operate and safeguard the vehicle in strict accordance with LOI 2 for GSA Vehicle Users.
- c. A certificate of non-availability for a government vehicle will be issued when transportation requirements cannot be satisfied within these procedures.

TMP Vehicle Requests. Requests for use of TMP vehicles must be submitted using OTAG Form 355 (see page G-3a), Administrative use Vehicle Request, to the Directorate of Surface Maintenance Dispatch Office. Instructions are as follows:

- a. All entries must be printed in ink or typewritten.
- b. Complete the form filling in all of the spaces. Write "NA" where not applicable. Instructions are on the reverse side of this form.
- c. Requests will not be processed unless signed by the branch chief or the next higher level supervisor.
- d. The person who will actually drive a vehicle must sign for it.

ADMINISTRATIVE USE VEHICLE REQUEST
Reference OTAG Administrative Manual (OAM)

1. Grade and Name of Driver:		2. Phone/Extension:	3. Directorate/Branch/Organization:										
Date requested:													
4. California Valid Driver License:													
a. License Number		b. Expiration Date											
5. Status of Driver:			6. Does driver have license in possession?										
<input type="checkbox"/> Federal Technician <input type="checkbox"/> AGR <input type="checkbox"/> AT <input type="checkbox"/> Federal Civil Service <input type="checkbox"/> ADT <input type="checkbox"/> Other <input type="checkbox"/> State Active Duty <input type="checkbox"/> FTTD <input type="checkbox"/> State Employee <input type="checkbox"/> IDT <input type="checkbox"/> _____			<input type="checkbox"/> Yes <input type="checkbox"/> No										
			7. Number of persons in vehicle:										
8. Purpose of trip:	9. Destination:		10. Type of vehicle required:										
			<input type="checkbox"/> Sedan <input type="checkbox"/> (M) Van (*3 to 6 People) <input type="checkbox"/> Full Size Van (*4 to 10 People) *ONLY										
11. Items Required:		12. Bridge Passes:		13. Vehicle is Needed									
<input type="checkbox"/> Federal Credit Card <input type="checkbox"/> Parking Permit <input type="checkbox"/> Combination <input type="checkbox"/> Bridge Tickets		<input type="checkbox"/> Carquinez/Vallejo <input type="checkbox"/> Bay <input type="checkbox"/> Benecia <input type="checkbox"/> San Mateo <input type="checkbox"/> San Rafael		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;"></th> <th style="width:25%;">Date</th> <th style="width:25%;">Time</th> </tr> <tr> <td>From: *(see note)</td> <td></td> <td></td> </tr> <tr> <td>To:</td> <td></td> <td></td> </tr> </table>		Date	Time	From: *(see note)			To:		
	Date	Time											
From: *(see note)													
To:													
14. I will assume FULL RESPONSIBILITY to perform the following tasks: a. Complete the Vehicle Operator's Checklist. b. Fill the tank with REG UNLEADED gasoline, if less than $\frac{3}{4}$ full. c. CLEAN the interior of the vehicle to include trunk. d. Have the vehicle washed if it is needed. e. Secure the vehicle inside of the compound. f. Insure that the compound gate is locked, if I return after duty hours. g. Turn in gasoline receipts for commercial and/or bulk fuel and insure credit card slips are filled out properly. h. Call in to report a delayed return or change in schedule. i. Complete DD Form 1970.													
Date: _____ Signature of Driver: _____													
15. Typed Grade/Name of Branch Chief:			16. Branch Chief Signature:										
17. Remarks													
Note: If vehicle is not picked up by assigned time, it can and will be dispatched. Unless dispatcher is notified of changes. Notify dispatcher of cancellation.													

Ground Transportation

- e. Requests for more than one day trips must be submitted at least two days (48 hours) prior to the time required, preferably two weeks in advance.
- f. Requests from other employees other than of this headquarters may be submitted by memorandum and must be signed by the appropriate commander.
- g. Failure to cancel requests will be considered when subsequent requests are received from the same source.

Operator Responsibility. Operators are responsible for the following:

- a. Must be thoroughly familiar with the provisions of CAL ARNGR 58-1, paras 4, 5, 6, 7, 8, and 9 and comply with the requirements outlined.
- b. Must practice driver safety including the use of mandatory seat belts. Modification of TMP vehicle safety devices is strictly prohibited.
- c. Privately Owned Vehicles (POV) may be parked in the TMP compound for security purposes during TDY travel (Local Policy). A parking permit must be obtained from the Dispatch desk and displayed in the front window of any POV parked in the TMP compound. Unauthorized vehicles will be towed away at the owner's expense.
- d. Must perform normal driver maintenance such as checking the water, oil, etc. operators of GSA vehicles will complete a DA Form 2404 (see page G-4a) when applicable. A copy of the form is in the vehicle logbook (federal) or may be obtained from the dispatch office.
- e. Operators are not authorized to let anyone else use the vehicle for another mission when vehicles are locally dispatched. They must be turned in and dispatched to the subsequent users.
- e. Operators must accomplish the following at the conclusion of a trip:
 - (1) Refuel the vehicle before returning it to the TMP compound if the gauge indicates less than one-half of a full tank.
 - (2) Clean the interior and the trunk of the vehicle. Remove any litter that you may have left behind.
 - (3) Complete logbook by documenting miles and time on the form 1970 and turn it in along with credit cards, purchase receipts, keys and unused bridge scripts. List vehicle deficiencies DA Form 2404.

Ground Transportation

(4) Government vehicle keys and logbooks may be turned into the front Security desk after normal duty hours.

f. Flagrant or obvious violations of regulations governing use of vehicles will be recorded. The name of the last operator and information will be provided to the Chief of Staff for appropriate action.

TMP Vehicle Usage Priority. Priority for use of TMP vehicles is governed by CAL ARNG 58-1, AR 58-1 and GSA LOI 3, Use of Non-Tactical Vehicles. First priority is to full-time employees of this headquarters. Commitments to commands, activities and other facilities will not be cancelled unless an emergency request is received from this headquarters.

Duty Driver. Each directorate or office is responsible for providing a duty driver for visitors to their directorates. General officers and other special visitor transportation needs are to be arranged through the Protocol Office, which will schedule an Escort Officer and a Duty Driver.

Gym

General

- a. Use of the OTAG Gym is restricted to employees of OTAG and California Guardsmen. Dependents and friends may not use the facilities at any time.
- b. Use of the gym is restricted to normal duty hours of 0600 to 1800 hours Monday – Friday.
- c. Use of shower rooms and lockers is limited to those individuals entitled to use the gym. Remove all items that may cause odors daily. Leaving 'smelly' items in the locker room may result in an individual losing the privilege of gym use.
- d. A limited number of lockers may be rented from the OTAG Building Manager. Generated revenue is used to support improvements to the gym equipment.
- e. Prior to using the equipment, individuals must receive a briefing on the safe use of the exercise equipment. Individuals belonging to the OTAG Gym Committee can provide the briefing. Contact information is posted in the gym.

HAZMAT Storage and Removal

General

- a. Hazardous items which should not be placed in the dumpster should be taken to the "Mail Room" which has access to the HAZMAT locker and will store such material for pickup.
- b. Employees are cautioned not to bring any hazardous materials into OTAG. This would include flammable, combustible liquids, dangerous chemicals, or biohazard.

Headquarters Organization

General. The Military Department, Office of The Adjutant General, is organized as described in CA ARNGR 10-1, Organization of the CA ARNG Units, Dated 8 Aug 1994. Personnel employed at this headquarters are urged to becoming familiar with this regulation. See page H-2a.

Heating and Cooling

General

- a. Temperature ranges are set by the State of California Management Memo 99-13, which prohibits state agencies from heating above 70 degrees or cooling below 78 degrees. Employee must recognize that many individuals have a personal comfort zone which is outside our ability to heat or cool their workspace. If a workspace is within the state regulation, heating/cooling adjustments cannot be made.
- b. OTAG heating and cooling system is computer controlled, ability to change the computer setting is maintained by the HVAC service company
- c. The system operates 0600 to 1800 hours Monday - Friday. (Drill weekends will have same hours of operations.)
 - (1) Zone thermostats throughout the building can turn the system ON during non-operational periods up to two hours at a time. Pressing the "ON" button when the system is shut down will turn the system on in 1/10 hour increments to a maximum of 2.0 hours. Pressing the "OFF" button will decrease the time by 1/10 hour increments until that zone is turned off.
 - (2) Our building has four main HVAC units, each unit services 1/4th of the building. When one thermostat is turned 'ON', a full 25% of the building is turned on. Using this feature consumes a great deal of energy and should be used sparingly.
- d. Individual zone thermostats are restricted to operating with a temperature range of 70 to 76 degrees.
- e. The building generates enough heat (through lighting, computers, and human body heat) during the winter that interior zones have no ability to provide heat. Exterior zones (window exposure) have a small electric heater to replace the heat lost through the windows.
- f. Throughout the entire year, only cooling is provided in the main air ducts. If an interior zone is too cold, raising the thermostat reduces the flow of cool air into the zone. Reducing the flow of cold air allows the natural heat load to gradually raise the temperature of the zone.

Heating and Cooling

h. During the winter months, a "PRE-HEAT" cycle operates begins at 0400 to bring the interior of the building to 68 degrees. The pre-heat cycle uses 100% recycled air which requires that the building not be occupied. After the pre-heat is completed, the air conditioning comes on and interior zones are warmed gradually by building generated heat.

Help Desk

General. The Help Desk is a team of skilled computer personnel located in the Information Management Directorate. Their sole purpose is to help California National Guard Members with their computer problems such as (but not limited to) the following:

- a. Software Problems.
- b. Hardware Problems.
- c. Suspicion of a Virus on your computer.
- d. Configuring your email account.

There are numerous problems that may be encountered when working with computers, and those listed above are just a select few. There are problem solving steps that you should walk through before contacting the Information Management Help Desk.

Step 1 – Contact your Directorate System Administrator for assistance.

Step 2 - If your System Administrator cannot help or is not available then call the help Desk at extension **63498** or email the help desk at - **helpdesk@calguard.ca.gov**.

Joint Facilities Board

General. The Adjutant General has appointed a “Joint Facilities Board” to manage all aspects of the headquarters building. Composition of the board includes an Army Division, Air Division, and Joint Staff representative. This board has broad responsibility and authority to effectively manage the Building. The OTAG Building Manger is appointed as a non-voting technical advisor of this board. Further information may be obtained by calling Facilities Management.

Key Control

General. Access to the building is controlled by Plans, Operations, and Security. A photo ID with access card may be issued to authorized employees. Additional information on access cards can be found in the Building Access portion of this OTAG Administrative Manual.

- a. OTAG resides in a State building that has different rules and regulations than an Armory. Each Directorate determines the level of key control necessary for themselves. Main office keys from hallway and interior office keys may be treated differently.
- b. A master keying system is used at OTAG. It must be assumed that the master key is reproducible and the system is not 100% secure.
- c. The Building Manager issues key requests from the Directorates. Records are not maintained of issued keys. The Directorate is responsible to maintain the level of key control within their directorate appropriate for the information and turnover rate of employees issued keys.
- d. Directorate and Office Keys. Each Directorate determines if their rooms are under the master key system. Directorates have the following choices of key control.
 - (1) On Master, spare room key in Building Managers key box.
 - (2) Not on master, spare room key in Building Managers key box.
 - (3) Not on master, key code on file which allows cutting of replacement key.
 - (4) Not on master, key code unknown. Requires outside locksmith to replace lost key.
- e. System Furniture keys. Directorates control spare keys. Duplicate keys may be ordered through Building Manager. Send memo with key number (found on face of lock) with point of contact.
- f. File cabinet keys. A wide variety of file cabinets exist within OTAG. If keys are lost it is generally necessary to drill the lock (lock is destroyed in this process) and place an external locking mechanism on the cabinet.

Lost/Found Article Procedures

General. Lost and found articles may be picked up and dropped off at the Security Desk located at the front entrance of this building. Or you may call extension 63000 or 63440 for further assistance.

Mail Room Operations

Policy. Only assigned personnel are authorized access to the mail room area. The purpose is to reduce traffic and permit the mailroom personnel to accomplish their mission.

Mail Room Hours. The mailroom will be open from 0800 to 1500 hours each work day to receive outgoing mail. Mail for field distribution arriving in the mailroom after 1430 hours will not go out until 1600 hours the following day.

Indicia Envelopes. The use of indicia envelopes by this headquarters is no longer authorized. All mail both Federal and State must be processed through the mailroom on the postage meter.

Field Distribution Boxes. Mail for organizations/units having a Field Distribution Box will not be placed in envelopes by originators. Such Correspondence will be consolidated by mailroom personnel to save handling time and postage. Mail in this category will have the Field Distribution Box number placed in pencil on the upper right-hand corner of item. Mail of a personal nature should be put into a small envelope with the name and address of the individual concerned appropriately displayed.

Inter-Office Distribution. Each Directorate at OTAG is assigned an Inter-Office Distribution Box Number. The following actions should be taken when distributing correspondence within OTAG. The Inter-Office Distribution Box Number should be placed in pencil on the upper right-hand corner of each item.

General Procedures.

- a. Incoming special postal services (i.e. express mail, certified mail) will be signed for by the mail room personnel. Each Directorate will notify the mail room, in writing, the name of individuals designated to pick up and sign for mail.
- b. The mailroom personnel pick up incoming mail at the Post Office each work day. The mail is sorted by office, box number and/or name. Each Directorate will insure that the mailroom has the names of all individuals who will receive mail in their office regardless of employment status.
- c. Outgoing mail must be separated into two categories – Federal or State. Please use the outgoing mail drop slots in the mailroom. They are marked Federal Outgoing, State/Personal Outgoing, and Interagency/Interoffice. All outgoing personal mail will have proper postage.

Mail Room Operations

- d. Special postal services, e.g., registered, certified, and return receipt requested are limited to those instances required or permitted by regulation. Forms for Special Postal Service, obtained from the mailroom, must be filled out and attached to the front of the envelope. (Use the Back of the envelope only when there is not enough room on the front).
- e. Classified mail will be delivered to the appropriate Air or Army Classified Material Custodian.
- f. Mail marked "Exclusively For," "Personal," "Attention," or, "For Eyes Only", will be delivered unopened. Mail where the recipient is not clearly identified will be opened by mailroom personnel and routed to the correct office.
- g. Do not use cellophane tape to seal envelopes. This tape gums up the USPS postal equipment and will rip off labels of the envelopes following.

Express Mail (federal items). This is a special delivery service provided by the U.S. Postal Service for items that must reach their destination overnight. This service is not available to all Zip Codes. The use of Express Mail requires prior authorization from the Director of Administration. The following information must be provided to use express mail:

- a. Name of originator, to include office symbol and telephone number of person requesting.
- b. Complete address, to include Zip+4, where the mail is to be delivered.
- c. Complete justification as to the requirement for using Express Mail.

State and Federal Overnight Courier Service. This headquarters has a contract for overnight deliveries of items that have an emergency requirement to reach the delivery point by the next day. The Couriers do not deliver over-night (by 1200 hrs) in all areas in California. When requesting the use of this service, the following information is required:

- a. Name, office symbol and telephone number of the requestor.
- b. Address, to include Zip Code, (no P.O. Box number) where delivery is to be made.
- c. Justification as to the requirement for the overnight delivery of the item.
- d. Items must be delivered to the OTAG Mail Room not later than 1500 hours the day before delivery is expected.

Mail Room Operations

- e. Items to be picked up by a courier that are an Authorized Return must be brought to the mailroom. Couriers do not “pick-up” or “drop-off” at the front desk.

Distribution - These guidelines have been set up by the Department of the Army and established for the California Army and Air National Guard by the Directorate of Administrative Services. Each are sent to a different group, they are as follows:

ARMY

- A** - OTAG, Division, Brigade, Troop Command, Battalion down to Company level, OMS, CSMS, MATES, USPFO.
- B** - OTAG, Division, Brigade, Troop Command, Battalion levels only.
- C** - OTAG, Division, Brigade, Troop Command levels only.
- TA** - Same distribution as Army A (only more copies are sent).
- O** - Organizational Maintenance Shops (OMS) only.

AIR FORCE

- F** - All to the Air Division at OTAG.
- TA** - Main Air Guard Headquarters Wings, OTAG.

OTAG

- M** - OTAG internal mail boxes only.
- 1 Each Employee** - All OTAG employees.

SPECIAL SERVICES

SPECIAL TAAI - Uses both Army and Air Force TA distribution guidelines (this is normally used for job announcements that pertain to either services, or special requests for leave donation).

Medical Emergencies

General

- a. Employees injured on the job may obtain emergency medical treatment at any medical facility. Necessary forms may be obtained from the Support Personnel Management Office (federal employees) or the State Personnel Office (state employees).
- b. Emergency medical support (paramedical) is available by phoning 911 or the Arcade Fire Department (916) 485-2311.

State Personnel & Temporary Personnel (SAD). SCS/SAD refer to appropriate regulation. Emergency SAD, medical emergencies are processed through the Joint Operations Center (JOC) to CAJS-SP and CAJS-JA and coordinated with State Compensation Insurance Fund (SCIF).

National Guard Association of California

General

a. The National Guard Association of California (NGAC) supports both the federal and state mission of the National Guard, provides representation before the State Legislature and relevant agencies and non-elective officials of California. NGAC provides legislative support to the National Guard Association of the United States (NGAUS) and represents California National Guard members' interests and concerns.

b. Benefits.

(1) Publication of The Minuteman Mini-Memo (M-4), a quarterly newsletter which is distributed to all dues paid members.

(2) Low cost group insurance programs.

(3) Sponsorship of a cooperative credit union.

(4) Preservation of the history, traditions, records and relics of the California National Guard.

(5) Establishment of a cooperative with organizations to develop relations with military components.

(6) Development of patriotic endeavors and involvement in community affairs.

c. Eligibility. All ranks of present or former members of the California National Guard and members of the California State Military Reserve. Associate membership status is available for family members and supporters of the California National Guard. Corporate memberships are also available to organizations interested in supporting NGAC goals.

d. For further information about NGAC please log on to **www.ngac.org** or call (916) 386-9600. An application form has been provided on page N-1a.

National Guard Association of the United States

General

- a. The National Guard Association of the United States (NGAUS) represents the interests of the National Guard before Congress, relevant agencies and non-elective officials of the Federal Government. It promotes a strong national defense and maintenance of a strong, ready National Guard as part of that defense.
- b. Benefits.
 - (1) NGAUS publishes The National Guard, a monthly magazine which is distributed to all dues paid members at no additional charge and is available by subscription for other interested parties. The address for subscription is One Massachusetts Ave., NW, Washington, D.C. 20001.
 - (2) NGAUS makes available a number of group insurance programs at reasonable premium rates.
- b. Eligibility. Present or former commissioned and warrant officers of the National Guard are eligible for membership in NGAUS.
- c. Further information may be obtained by logging on to **www.ngaus.org**. Or call 202-789-0031 for the NGAUS information center.

Office Machine Repairs

General

- a. State Equipment. Repair of state typewriters or other non-automation (PC) equipment is requested through the Administration Directorate. Use OTAG Form 310-12a for typewriter repair or OTAG Form 310-12b (See pages O-1a,b) for office equipment repair
- b. Federal Equipment. Repair of federal typewriters or other non-automation (PC) equipment is requested through HQ (-) STARC, Supply section.

REQUEST FOR TYPEWRITER REPAIR

TO: Director of Administration
ATTN: Records Management

Date: _____

NAME: _____

SECTION: _____

ROOM NUMBER: _____

PHONE NUMBER: _____

TYPEWRITER MAKE/MODEL: _____

☐ FEDERAL

OR

☐ STATE

SERIAL NUMBER: _____

Federal or State OMR

PROMBLEMS:

(Do not write below this line)

DATE COMPLETED: _____

COMPLETED VENDOR WORK ORDER:

☐ ATTACHED

REMARKS:

REQUEST FOR OFFICE EQUIPMENT REPAIR

TO: Director of Administration

Date: _____

NAME: _____

SECTION: _____

ROOM NUMBER: _____

PHONE NUMBER: _____

MAKE/MODEL OF EQUIPMENT: _____

☐ FEDERAL

OR

☐ STATE

SERIAL NUMBER: _____

Federal or State OMR

PROMBLEMS:

(Do not write below this line)

DATE COMPLETED: _____

COMPLETED VENDOR WORK ORDER:

☐ ATTACHED

REMARKS:

Office Space Allocation

General

- a. The Joint Facilities Board is charged with making recommendations to the Senior Executive Council regarding space office allocations and space utilization.
- b. Directorates wishing additional or different space should submit a formal request to the Joint Facilities Board that will make a recommendation to Senior Executive Council.
- c. Directorates are specifically prohibited from making changes to their space utilization. The reason for this is that there are many competing space needs within OTAG. The expansion and contraction of Directorate personnel staffing requires detailed management of all space resources. Space allocation changes and recommendations must be submitted through the Joint Facilities Board.
- d. Furniture is allocated to a room rather than a function or individual. As individuals and functions move or change offices within the building, they are to fall in on existing furniture of the room they are occupying. Individuals are not permitted to take 'their' office furniture with them to a new room. Exceptions to this policy may be submitted to the Joint Facilities Board.
- e. Purchase of new furniture or the introduction of furniture into the building must be coordinated through the OTAG Building Manager. The existing professional appearance of OTAG can only be maintained by assuring new items are appropriate.
- f. Overcrowding of space with an excess of furniture and storage is discouraged.

Parking

General

- a. Employee and visitor parking are currently provided at no cost. All parking is 'open' except for the specially designated "Employee of the Month" space.
- b. Handicapped parking spaces are provided for vehicles displaying a current valid handicapped placard.
- c. The parking lots are open to the public and thus an inherent risk of theft or vandalism is present. Employees utilize the parking lots at their own risk, much like the risk of parking in a shopping center.
- d. Overnight parking of vehicles is not encouraged. When business necessity requires you to leave your vehicle overnight, advise security of your car's location, car description, license plate, expected return date, and point of contact should you need to be contacted.
- e. Placing vehicles in the Military Vehicle Compound is restricted to employees who have been issued a vehicle from the Motor Pool. Advise Vehicle Dispatch if you will be leaving a car inside the compound.

Personnel Locator File

General. The official file is maintained at the Security Desk and monitored by the Director Plans Operations, and Security. The Personnel Locator File data includes position assignment, military grade, home address and telephone number, data concerning Privately Owned Vehicles (POV) that belong to the employee, etc.

Purpose. The personnel Locator File provides information necessary to rapidly contact employees. It is maintained in the computer and available as a printout. Information is treated as confidential and will not be released.

Procedures. Any permanent or temporary military/civilian employee scheduled to work a minimum of thirty days will complete an OTAG Form 600-3 (See page P-2a), on the first day of employment.

Changes. Employees are responsible to submit data changes to the Security Desk Personnel within a timely manner.

EMPLOYEE LOCATOR & IDENTIFICATION WORKSHEET																										
SECTION I LOCATOR FILE DATA																										
NAME (LAST, FIRST MI) Doe, John D.				GRADE: E-1		CATEGORY: E																				
POSITION TITLE: Personnel Admin Specialist			OFFICE SYMBOL: CAMP		OFFICE PHONE #: 63###																					
TEL INST. CODE:		DISTRIBUTION BOX #: ##		EMPLOYEE STATUS: Tech		PERM/TEMP:																				
HOME ADDRESS: 123 David St					TEMP DUTY START DATE:																					
CITY, STATE & ZIP Sacramento, CA 95827					TEMP DUTY END DATE:																					
HOME PHONE (9 16) 123-4567			UNLISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		ALT HOME PHONE: ()																					
					UNLISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO																					
(TELEPHONE NUMBERS WILL NOT BE RELEASED TO CALLING PARTIES WITHOUT YOUR APPROVAL)																										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center;"><u>YEAR</u></th> <th style="width: 20%; text-align: center;"><u>MAKE</u></th> <th style="width: 45%; text-align: center;"><u>LICENSE NUMBER</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">List all vehicles which could be used</td> <td style="text-align: center;">98</td> <td style="text-align: center;">Honda</td> <td style="text-align: center;">1245jkh</td> </tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>								<u>YEAR</u>	<u>MAKE</u>	<u>LICENSE NUMBER</u>	List all vehicles which could be used	98	Honda	1245jkh												
	<u>YEAR</u>	<u>MAKE</u>	<u>LICENSE NUMBER</u>																							
List all vehicles which could be used	98	Honda	1245jkh																							
SECTION III DATA FOR DEPARTMENT I.D. CARD																										
SSN: 000-00-0000		COLOR OF EYES: Brown	WEIGHT: 175 lbs	HEIGHT: 69"	SEX: M	DATE OF BIRTH: 01-Aug-80																				
						I.D. CARD NO:																				
SECTION IV CERTIFICATION																										
"The above information is certified correct"																										
SIGNATURE: _____				DATE: 18-Jan-00																						
SECTION VI STAFF DIRECTORY (to be completed by Director or Chief of Section)																										
<input type="checkbox"/> List <input type="checkbox"/> Do not list this individual in the OTAG Staff Directory.					INITIALS OF DIRECTOR OR CHIEF OF SECTION:																					
This data sheet will be maintained as a permanent record of this headquarters. When data changes occur, advise the Receptionist or EOC Operations Officer by completing a new OTAG 600-3 indicating name and only those items that have changed.																										

Promotion and Award Ceremonies

General

- a. The Protocol Officer (CAJS-DA-PRO) has responsibility for the conduct of promotion and awards ceremonies.
- b. CAJS-AD-PRO will be notified via e-mail, with copy furnished to The Secretary of the General Staff (CAAG-SGS), NLT TWO working weeks prior to any promotion or awards ceremony scheduled by staff elements. This notification will include the name of the individual to be promoted/awarded, type of award, name and grade of presenter and the date, time and location of the ceremony.

Responsibilities. CAJS-AD-PRO is responsible for arranging promotion ceremonies honoring individuals in the grades 04 through 07 and E7 through E9. All other promotions are the responsibility of the appropriate division/branch/staff section and will be conducted IAW established procedures.

Awards Ceremonies. CAJS-AD-PRO is responsible for arranging awards ceremonies honoring individuals as directed by the CAAG-SGS. All other award presentations are the responsibility of the appropriate Division/Branch/Staff section and will be conducted IAW established procedures. In addition, CAJS-AD-PRO is responsible for awards ceremonies relating to World War II, Korean War and the Vietnam War veterans. These ceremonies will be conducted IAW established procedures.

Public Affairs

General

- a. The Public Affairs Officer is the only authorized liaison to the press, radio, TV, and other media concerned with news coverage effecting this headquarters. Individuals that are contacted by civic organizations requesting public appearance and/or addresses or other military representation of individuals of Community Affairs will refer such requests to the office of Public Affairs (CAJS-PA).
- b. Requests for community service projects will be forwarded to Public Affairs Office (CAJS-PA). The Public Affairs Officer will coordinate with the Army or Air Division.

Publications

General. To publish a regulation, pamphlet, etc, provide Records Management a copy of the document via email in MS Word (.doc) format. Call CAGNET 63394 for further instructions. To publish a form, provide Records Management a copy of the form for review for correct format.

Recycling

General

- a. White Paper Bins. Each department has a white paper recycle bin. White paper only is to be placed in these bins. When full department representatives should empty them into the large "recycled white paper trash bin" located behind the cafeteria. Key to recycle bin is available from the Mailroom. Upon special request the OTAG Building Manager will arrange for the janitorial staff to empty the bin.
- b. Aluminum can and plastic recycling bins are placed in the cafeteria for employee use.
- c. Employees and directorates are discouraged from maintaining individual can/bottle recycling containers due to the possibility of attracting ants, mice, and biohazards into the building.

Reproduction/Distribution

General. Administrative Services is responsible for reproduction, printing, and distribution services for the California National Guard Headquarters. The following are definitions of each service:

Reproduction. Quick print copier services for immediate turnaround, or, for larger jobs up to a two-week period. This service is provided using a high-speed copier.

Printing. A service using offset printing presses. This work is generally of a more complex nature than quick printing and uses two or more colors of ink to accomplish the job. These jobs can take from two weeks to a month to accomplish.

Reproduction and Printing Requests - Use OTAG Form 310-3 (see page R-2a), Request for Reproduction / Printing, for all reproduction/printing/distribution needs. This form is easy to use and lists all of the printing and bindery options available, please read it carefully.

REQUEST FOR REPRODUCTION / PRINTING

FAX (916) 854-3172

VOICE (916) 854-3587

Requested by:		Extension:	Request Date:	Date Needed:
Section:	Mail Box Number:		Type of Mission: <input type="checkbox"/> Federal <input type="checkbox"/> State	
Number of Pages: (Count both sides if printed)	Number of Copies:		<input type="checkbox"/> Distribute: (See Below)	<input type="checkbox"/> Return to Section <input type="checkbox"/> Additional Copies Needed _____

Project Description:

Special Instructions:

Check work needed:

- ☐ Per attached sample
- ☐ 1 Sided
- ☐ 2 Sided
 - ☐ Back to Back
 - ☐ Tumble

Paper: (White, if none marked)

- ☐ Bond _____
- ☐ Cover _____
- ☐ Other _____
- ☐ NCR _____ part

Print Size:

- ☐ 8 1/2 x 11
- ☐ 8 1/2 x 14
- ☐ 11 x 17
- ☐ Other _____


Ink Color:


- ☐ Black
- ☐ Other _____
(Over 2-color printing requires prior approval of CADA, X3724)

Collate

Staple:

☐ Top 

☐ Side 

☐ Booklet 

☐ Landscape 

Spiral Bind:

- ☐ Left
- ☐ Top

Drill:

- ☐ Left _____ holes
- ☐ Top _____ holes

Fold:

- ☐ Letter
- ☐ Half
- ☐ Z
- ☐ Other _____

Final Size:

Trim to: _____ X _____

Pad:

_____ Pads
_____ Sheets per pad

Distribution Instructions (See Back for guidelines):

- ARMY: ☐ A ☐ B ☐ C ☐ TA ☐ O ☐ SPECIAL TAAI
- AIR: ☐ F ☐ TA
- OTAG: ☐ M ☐ 1 Each Employee

PRINT SHOP USE ONLY

Job Number _____ Press: ☐ ITEK ☐ RISO ☐ 360 ☐ 375

Date Printed: _____ Date Completed: _____

SgC _____ ShC _____ M _____ I _____ F _____ D _____

Special Project Approval
(CADA only):

Distribution Guidelines

ARMY

- A** – OTAG, Division, Brigade, Troop Command, Battalion down to Company level & OMS, CSMS, MATES, USPFO
- B** – OTAG, Division, Brigade, Troop Command, Battalion levels only
- C** – OTAG, Division, Brigade, Troop Command levels only
- TA** – Same distribution as Army A (only more copies are sent)
- O** – Organizational Maintenance Shops (OMS) only

AIR

- F** – All to Air Division at OTAG
- TA** – Main Air Guard HQ Wings, OTAG

OTAG

- M** – OTAG boxes only
- 1 Each Employee** – OTAG employees
- Special TAAI** – Uses Army and AIR TA distribution guidelines

Safety

Occupational Safety and Health Act (OSHA)

General

- a. The Army Safety and Occupational Health Office maintains current federal and state Occupational Safety and Health Act (OSHA) regulations that pertain to ground safety operations of the California National Guard.
- b. The Safety and Occupational Health Program is mandated by Public Law 91-596. This act may be cited as the "Occupational Safety and Health Act of 1970".
- c. Executive order 12196 of February 26, 1980 mandates occupational safety and health programs for federal employees.
- d. Executive order 12196 and Public law 91-596 require that:
 1. Employees be furnished places and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm.
 2. Occupational safety and health program be operated in accordance with Public Law 91-596.
 3. Unsafe or unhealthy working conditions be promptly abated. In the event that an agency cannot promptly abate such a condition, it will develop an abatement plan setting forth a timetable for abatement and a summary of interim steps to protect employees. Employees exposed to the conditions shall be informed of the provisions of the plan.
 4. No employee will be subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition.
 5. Periodic inspections of all agency workplaces are performed by personnel with equipment and competence to recognize hazards.
 6. Responses are given to employee reports of hazardous conditions. Reports of hazardous conditions require inspections within twenty-four hours for imminent dangers, three working days for potential serious conditions and twenty days for other conditions. The right of anonymity is assured for those making the reports.

Safety

7. Employee representatives accompany inspections of workplaces.
8. An occupational safety and health management information system is operated and will include the maintenance of records.
9. Safety and health training be provided for supervisory employees, employees responsible for conducting occupational safety health inspections, all members of established occupational safety and health committees and other employees. An annual report will be submitted on the Occupational Safety and Health Program.

Security

Building Security

- a. The Director, Plans, Operations, and Security (CAJS-PO) is the staff proponent for security policy for the headquarters building and operation of the security system. The Adjutant General or the senior officer present announce may increase security requirements.
- b. Internal Security is the responsibility of each employee of this headquarters. Each employee must be aware of all activities and individuals in work area and report any suspicious situations to their supervisors or Director Plans, Operation, and Security.
- c. Security and control of entrances to this headquarters is necessary to reduce vulnerability to thefts, vandals and groups or individuals that may threaten employee security.

Security Briefings for Classified Material

General. Briefings will be conducted during employees' initial orientation by a classified document custodian for those employees requiring access to classified material. The custodian must debrief these employees whenever they terminate or transfer from the headquarters.

Administrative Procedures (ARMY). All classified documents (Army National Guard) originated or received by this Headquarters will be processed through the Records Management Branch, Administration Directorate, for appropriate accountability and control. All classified material will be handled IAW AR 380-5.

Security Surveillance Systems

General

- a. The headquarters building and parking lots are monitored by closed circuit surveillance cameras. Employees may be videotaped at any time and at locations throughout the building. Hidden cameras are in use to protect employees and physical assets of the Military Department.
- b. All persons, bags, containers, computers, computer files, storage containers, and other items brought into or stored at this headquarters may be searched.

Sergeants Major Association

General

The Sergeants Major Association of California promotes the status and image of the National Guard as well as the qualifications and welfare of its enlisted members.

- a. Benefits. The Association is a nonprofit organization. A major portion of dues is returned to members through participation in the annual conference or formal military ball given each year. Dues are tax deductible.
- b. Eligibility. The top three enlisted grades of all military components of the California National Guard are eligible for membership.
- c. Contact the State Sergeant Major for further information at 6-3084.

Serious Incident Reporting

General

- a. Serious Incident Reports should be reported to the Operations Officer, extension 3440 immediately. Incidents/accidents to be reported are, but are not limited to, the following:
 - (1) Vehicle accidents with or without injury.
 - (2) Personal Injury.
 - (3) Occupational illness
 - (4) Property lost or stolen.
 - (5) Bomb threats.
 - (6) Break-ins to any facility or work area.
 - (7) Any incident which could result in adverse publicity about the National Guard.
- b. Incidents reported will be recorded in the SDO journal. Appropriate staff sections and the Command Section will be advised of the matter.
- c. In addition to the above requirements, all accidents and injuries will be reported to the Safety Officer IAW CAL ARNGR 385-10.
- d. Cal Reg 190-40 provides detailed guidance for the submission of incident reports.
- e. Making a telephonic report does not eliminate the remaining requirement to prepare and forward written reports, etc., to the respective staff representative concerned.

Smoking Policy

General

- a. Executive Order W-42-93 bans smoking in state-owned and state-leased space as of December 31, 1993. This prohibition applies to any area enclosed by the outermost walls of the building. Atriums, balconies, stairwells, and other similar building features are considered within a building.
- b. Smoking within 15 feet of doorway exits.
- c. The outdoor cafeteria shade cover is a designated smoking area.
- d. Smoking at the front entrance and side entrances which are in view of Goethe road is strongly discouraged.

Staff Duty Operations

General. Staff Duty Operations are the responsibility of the Director, Plans and Operations, and Security (CAJS-PO).

- a. Staff Duty Officer (SDO) responsibilities are rotated among selected employees of Plans and Operations on a weekly basis. The primary function of the SDO is to act as a 24 hour Point of Contact (POC) for Office of the Adjutant General. The SDO will attempt to resolve issues within his/her capability. If the issue cannot be resolved the SDO will refer the caller to predesignated points of contact, normally, the Chief of Staff of the Appropriate Division, or a senior command representative.
- b. The 24 hour number to contact the SDO is (916) 854-3440 or DSN 466-3440.

Telephone Service

General. Telephone service, to include modem and fax lines, are provided for official business only. Official business calls are defined as calls necessary in the interest of the Government (for example, calls directly related to the conduct of CNG business or calls having an indirect impact on the CNG's ability to conduct its business).

Responsibilities.

- a. The Director of Information Management is ultimately responsible for the telephone systems and services at the State Headquarters.
- b. The Telecommunications Manager is responsible for administering the telecommunications systems and services, and for ensuring that organizational policies and procedures are consistent with applicable Federal and State regulations.
- c. Supervisors are responsible for ensuring personnel within their organization are aware of this policy, for reviewing and certifying monthly telephone usage reports, and for taking appropriate action to correct misuse of telecommunications systems and services.
- d. All personnel are responsible for practicing good judgement when utilizing Government owned and operated telecommunications systems and services and for complying with the policies contained in this policy.

Voice Communications Networks. The Headquarters has three primary means of voice communications (including fax and modem): the California National Guard Network (CAGNET), the Defense Switched Network (DSN), and the Public Switched Network (Commercial). Headquarters personnel should always attempt to place their call first on CAGNET, then by DSN, and lastly by commercial. Dialing instructions are published in the CAGNET directory.

Toll calls, including local toll, long distance, and international, require a Personal Identification Number (PIN). Toll calls are tracked by PIN and reported monthly to supervisors for their review and certification.

Personal Identification Numbers (PIN). Supervisors may request PINs for their personnel by submitting a PIN Request Form, and must indicate whether each employee requires statewide, nationwide, or international calling (including International DSN) access. Requests for International access are approved by the Division Chiefs of Staff, and must be revalidated annually. PINs are issued to individuals who are responsible for safeguarding and not sharing their PIN with anyone. A lost, stolen, or compromised PIN should be reported to the Telecommunications Section immediately.

Telephone Service

Authorized personal calls.

a. Personal calls (such as calls to speak to spouse/minor children or to arrange for emergency repairs to residence or automobile) that must be made during the working hours over the commercial local/long distance network are authorized as necessary in the interest of the Government provided the call is consistent with the following criteria:

- (1) It does not adversely affect the performance of official duties by the employee or the employee's organization.
- (2) It is of reasonable duration and frequency.
- (3) It could not reasonably have been made at another time (for example, from a pay telephone during break or lunch.)
- (4) It is not used for activities related to the operation of a personal business enterprise.
- (5) In the case of toll/long distance calls, is
 - (a) Charged to the employee's home phone number or other non-Government number (third party call).
 - (b) Made to a toll-free number.
 - (c) Charged to the called party if a non-Government number (collect call).
 - (d) Charged to a personal telephone calling card.

b. Authorized personal toll calls. The following are examples of calls that are authorized to be made on Government telephone systems even if a local toll charge is incurred if consistent with the above criteria.

- (1) Emergency calls such as calls to notify family or doctor when an employee or an immediate family member is injured or seriously ill.
- (2) Calls within the local commuting area (the area from which the employee regularly commutes) to advise family of a change in schedule or to make alternative transportation or child care arrangements when an employee is required to work overtime without advance notice.

Telephone Service

c. Employees should be particularly sensitive to the use of Government telecommunications systems under the conditions outlined above. Whenever possible, personal calls should be made from a non-Government telephone during lunch, break, or other off-duty periods. Abuse of Government telecommunications systems, including the abuse of privileges listed above, may result in disciplinary action.

d. When it has been determined that an employee has made an unauthorized personal call, the employee must reimburse the Government for the actual cost of the call, plus a \$10.00 administrative processing fee. No more than one administrative fee will be assessed to an employee during a given telephone usage reporting period, usually monthly. Reimbursement must be in the form of a cashier's check or money order, payable to the "State of California Military Department" and presented to the Telecommunications Section with the supervisor's certification (See paragraph 4).

Telephone Usage Reports. The Telecommunications Section will provide supervisors with monthly call usage reports for personnel within their organization. The reports will provide detailed call information made from all telephone extensions, and calls made using Personal Identification Numbers (PIN's) of personnel within the supervisor's organization. Supervisors are required to review the usage reports and provide a statement to the Telecommunications Section indicating whether or not all calls were made for official Government business. Reports indicating calls of a personal nature that do not fall within the criteria of paragraph c, above, must be identified and returned to the Telecommunications Section with reimbursement from the employee.

Collect calls. Accepting collect calls is not authorized.

Moves, Adds, and Changes (MAC). All MAC's must be submitted in writing to the Telecommunications Section using DOIM Form 1, 13 June 1995, at least three business days in advance of the requested action. MAC's involving entire sections must be coordinated at least two weeks in advance. MAC's are usually completed within three business days after receipt of the written request; however, all MAC actions are completed based on mission criticality and not on a first-come, first-served basis.

Repair. To report trouble with State Headquarters telecommunications systems (telephone, fax, modem, voice mail, etc.) call the DOIM helpdesk at extension 63498. Emergency requests for repair may be escalated to the Information Systems Support Manager at extension 63504, or the Telecommunications Manager at extension 63622.

Training. The Telecommunications Section will periodically schedule training for Headquarters personnel in the use of telephones, voice mail, audio and video conferencing, etc.; however, supervisors may request training for their section by calling the Telecommunications Section at 63622.

Pagers. When approved, pagers are for official use only.

Telephone Service

Cellular Phones. When approved, cellular phones are for official use only. Cellular phones will not be the user's primary method of communications. Cellular phone users will first attempt to use a landline phone, if available. When in the Headquarters building, cellular phone users will use a landline phone to place their call, and direct outside callers to call back on an available landline phone.

Calling Cards. When approved, telephone calling cards will be used for official use only.

Directory Services. The Directorate of Administration publishes the CAGNET directory, which includes organizational listings and name listings for all organizations and personnel having a CAGNET extension. Copies of the directory are located in the records management office.

Satellite Telephones. In the event of a catastrophic failure in the Public Switched Network (commercial), satellite phones are available to support critical sections such as the Crisis Action Center and senior commanders in the Headquarters building.

Voice and Data Service for Contractors. Contractors providing appropriated fund type services may, under certain conditions, receive Government voice and data communications services. Nonappropriated fund type services may not receive Government provided telecommunications services. Coordinate with the Telecommunications Section all requests for service for contractors in the Headquarters building.

References:

- a. Army Regulation 25-1, 25 Mar 1997, The Army Information Resources Management Program
- b. National Guard Bureau All States Log Number P94-0026, Army National Guard Telecommunication Policy and Services
- c. State of California Telecommunications Management Manual (STMM)

Theft Procedures

General. Headquarters personnel that discover items missing from their work area, should contact the Security Desk at extension 6-3000 or 6-3440 and notify the Security NCO of the missing item(s).

Time and Attendance Reporting

General

State Active Duty (SAD) Employees. Attendance reporting procedures for SAD employees are in CAL ARNGR 600-1/CA ANGR 35-1.

State Civil Service Employees. Attendance reporting procedures for State Civil Service employees are in CAL ARNGR 690-3/CA ANGR 40-03 and any Policy memos issued which may supercede.

Federal Civil Service Employees. Supervisors will report the daily status of each Federal Civil Service employee to the designated timekeeper. Timekeepers will record the reported status on an NGB Form 46 (see page T-6a). After obtaining the required initials and signature the timekeeper will forward the time and attendance (T&A) cards to the USPFO Civilian Pay Branch on the last work day of the pay period.

Active Guard & Reserve (AGR) Employees. Attendance and leave reporting for Army AGR employees will be reported on Reports of Duty – AGR Personnel, CAL Form 600-5-1 (see page T-6b).

AT/ADSW Employees. Supervisors will ensure that assigned ADT/ADSW employees perform their duty in accordance with applicable orders.

Excused Absence to Participate in Funerals

- a. Military Technicians may be granted up to four hours Administrative Leave in any one day, while performing in State Active Duty Status without pay as pallbearers or as members of firing squads. All others will be allowed to take leave, mission permitting.
- b. Active Guard and Reserve Commanders may authorize four hours during duty status (pass) to perform as pallbearers or as members of a firing squad. Other instances must be in a leave status.
- c. State Active Duty may be granted Administrative Leave, however, travel and per diem will not be authorized.
- d. State Civil Service Bereavement Leave for a death in the employee's immediate family varies due to labor-management contracts and must be handled on an individual basis with the State Personnel office.

Transportation (Military Air)

Army Air Transportation

General. Limited Army and Air National Guard transportation is available for military employees of this headquarters. All requests for air transportation must be submitted to CAAV or ANG/DO as appropriate.

a. Army Aviation Assets

1. The request must be completed in its entirety at least thirty (30) days for rotary-wing (RW) and seventy-two (72) hours for fixed-wing (FW) aircraft in advance of the date requested. The timeframe for rotary wing requests may be adjusted on a case-by-case basis. Notification of cancellation must be forwarded to the CAAV point-of-contact (POC) as-soon-as-possible (ASAP). The release of the aircraft's commitment will allow it to be rescheduled for other missions that may be pending.
2. When requesting Army air transportation use the "Request for California Army National Guard, Rotary Wing Aviation Support, Operational Support Airlift (OSA) Request" form for RW and "Military Air Passenger/Cargo Request," DD Form 2768 (see pages T-7a,b) for FW aircraft when submitting for the support.
3. All requests must be signed by the requestor, authorizing official (next line supervisor), and the senior federal traveler (may not be delegated).

b. Space A (Available) for Army National Guard Aircraft.

1. The Following is a list of, but are not limited to, military personnel categories that may fly space A, on California Army National Guard aircraft:
 - (a) Active Duty Personnel
 - (b) Guard/Reserve Component personnel
 - (c) Retired Personnel
2. A letter from the requestor's immediate supervisor granting him/her permission to travel will contain the requestors name, rank, and SSN. This letter must be submitted to the operating flight facility prior to travel.

Transportation

3. Reserve Component personnel must be on a pay status while flying on California Army National Guard aircraft (i.e. SUTA, Drill, AGR, leave, etc.).
 4. Military Personnel will fly in uniform with Identification tags and Identification card.
- c. The policy for the use of Army National Guard aircraft is outlined in AR 95-1, "Flight Regulations."

Air National Guard Transportation.

General

- a. Limited Space Available air transportation is available to OTAG military personnel. Space available transportation aboard California Air National Guard aircraft is occasionally available at March Air Reserve Base (163rd Air Refueling Wing) and Channel Islands Air National Guard Base (146th Airlift Wing) both located in Southern California. Space available information can be obtained from the 163rd Air Refueling Wing at DSN 947-2397 or Commercial (909) 655-2397 and from the 146th Airlift Wing at DSN 893-7577 or Commercial (805) 986-7577.
- b. Space Available transportation is also available at Travis Air Force Base near Fairfield. Flight information is available from Travis at DSN 837-1854 or Commercial 1-800-787-2534. Travis also has a web site that provides information on space available travel at www.travis.af.mil/space_a.
- c. The Following Space Available travel eligibility information applies to all reserve and National Guard personnel:
 1. Authorized Reserve/Guard component members entitled to retired pay at age 60 are eligible to travel within the continental United States and directly between the Continental United States (CONUS) and Alaska, Hawaii, Puerto Rico, U.S. Virgin Islands, Guam and American Samoa, or travel within Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands.
 2. National Guard Members must possess a valid U.S. Armed Forces Identification Card and DD Form 1853 (Verification of Reserve Status for Eligibility). Retired National Guard entitled to retired pay at age 60 must also have a valid U.S. Armed Forces Identification Card along with a notice of eligibility.

MILITARY AIR PASSENGER/CARGO REQUEST

NOTE: Keep this data on file for two years after submission date.

1. SELECT APPLICABLE TRAVEL STATEMENT:

	PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.
	PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.
	PRIORITY 3	Official business travel which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.

2. PURPOSE OF TRAVEL

a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION
3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE

4. SENIOR TRAVELER

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE

5. ADDITIONAL PASSENGERS *(Note: Required only for DV 7 or higher)*

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE

6. DESIRED FLIGHT ITINERARY

	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				

7. COST OF COMMERCIAL TRAVEL *(Transportation, additional per diem, lost time, etc.)*

a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST

8. CARGO TRANSPORTATION *(Cargo acceptors and handlers are required at destination airfield.)*

a. CARGO DESCRIPTION			
b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET

e. SPECIAL HANDLING REQUIREMENTS *(Explain)*

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9. POINT OF CONTACT <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY PHONE <i>(DSN/Commercial)</i>	d. AFTER HOURS <i>(DSN/Commercial)</i>
(1) DEPARTURE				
(2) ARRIVAL				
10. NON-DV PASSENGERS				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. BRANCH OF SERVICE
11. REMARKS/ADDITIONAL COMMENTS				
12. REQUESTER				
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>		f. SIGNATURE		g. DATE
h. PLAIN LANGUAGE ADDRESS <i>(PLAD)</i>				
13. TRAVEL AUTHORIZING OFFICIAL <i>(As appointed by Service)</i>				
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>		f. SIGNATURE		g. DATE
14. SENIOR TRAVELING PASSENGER <i>(Signature may not be delegated)</i>				
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>		f. SIGNATURE		g. DATE

Transportation

3. Space Available travel is for National Guard members only; family member travel is not authorized. However, family members may travel with their sponsors after the retired National Guard member is issued a DD form 2 (Blue) U.S. Armed Forces Identification Card (Retired). Dependant travel is restricted to CONUS to overseas, within the overseas area, and overseas to CONUS. Dependant travel within the CONUS is not authorized.

Uniform and Dress Standards

General

Federal Employees

- a. All Federal employees (AGR, ADSW, AT, etc.) will wear the appropriate military uniform during the workday as IAW (AR 670-1 or AFR 35-10).
- b. In the case of Special events or holidays, which allow the wear of civilian clothes, will be dictated by Directorate or higher.

State Employees.

- a. SAD employees who are members of the National Guard (to include ING), will wear the appropriate military uniform (Army or Air Force) with the grade insignia prescribed for their federally recognized grade.
- b. Members who retire from the National Guard, and are placed on the retired list without federal recognition, will wear the appropriate military uniform with the grade insignia for their final federally recognized grade.
- c. Members of the CSMR will wear the appropriate military uniform prescribed by regulation with the grade insignia for their CSMR recognized grade.
- d. Appropriate civilian clothing may be worn by all SAD employees from time to time for personal reasons or when, because of the nature of business to be conducted, the military uniform would not be appropriate. Wearing civilian clothing for personal reasons or business requires advance approval from the individual's supervisor and will be kept to a minimum.

Civilian Employees. Employees who are not required to maintain membership in the CNG as a condition of employment, will wear clothing appropriate for wear at this headquarters.

Visitors

General. All visitors, official and non-official, to this building must enter and exit from the main entrance. Upon his or her arrival each person will sign in and out at the security desk.

a. **Official Visitors:** In order to ensure that The Adjutant General is aware of planned visits by VIPs to our facilities (including OTAG) and, therefore, able to make decisions as to his or her participation with visitors, the following information is to be provided to the Protocol Office and to the Command Section:

1. Name of visitor.
2. Rank.
3. Title.
4. Visitor's unit or organization.
5. Facility to be visited.
6. Purpose of visit.
7. Date(s) of visit.
8. Biography of individual(s).

b. **Criteria:** The requested information is to be expeditiously transmitted telephonically to the Secretary of the General Staff as well as to the Protocol Office and is required for visitors who meet the following criteria: General Officers not assigned to the CNG; Deputy Assistant Secretary or higher of any of the services or Department of Defense (DOD); elected officials; Senior Executive Service Personnel; Congressional, State Senate and Assembly staff personnel; Presidential and Gubernatorial appointees and their deputies and assistants. This list is not intended to be limiting – rather, it sets forth minimum criteria. DAGs are encouraged to report planned visits of personnel outside the announced criteria when they determine that it would be in the best interest of the CNG to do so.

Work Areas

General

- a. Employees are expected to keep their individual work area neat and clean at all times. Trash is to be placed in the waste receptacles for daily removal by the janitorial staff.
- b. Spills are to be cleaned up by the individual causing the spill regardless where the spill occurs. It is especially important that liquid spills and carpeting be blotted up immediately with paper towels.
- c. Employees should not bring any item that creates unpleasant odors into the building. This includes encased food, plants or other items, which could be considered unpleasant.
- d. Eating outside the cafeteria is discouraged due to the possibility of spills and insect infestation. Employees choosing to eat at their workstation accept the responsibility of keeping their area clean and free of insects and odors.
- e. Food and snacks that are not fully sealed should not be stored at workstations. Perishable items must be removed daily from the work place.
- f. Directorate refrigerators and microwaves should be thoroughly cleaned weekly with a sanitizing detergent to maintain a health environment for all.
- g. Plants brought into the building are the sole responsibility of the employee. Damage caused to the fabric of system furniture or computer equipment due to spills or dirt will be charged to the employee.

Youth Programs

Programs

General. Our Vision is to ensure all California National Guard youth programs are professionally operated, fiscally sound, and meet their goals of instilling discipline, improving confidence, increasing literacy and providing a brighter future for California's youth.

The California National Guard is involved in a variety of different Youth Programs, for different age groups and areas. They are:

- a. **Youth Challenge Program** (Grizzly Academy) - A statewide residential program, conducted at Camp San Luis Obispo. This is a proactive youth intervention program for 16-18 year olds, who have dropped out of high school.
- b. **Angel Gate Academy** - A residential program offered to students of the Los Angeles Unified School District (LAUSD), conducted at Camp San Luis Obispo. This is learning program for 6th-8th grade students.
- c. **STARBASE** (Science and Technology Academics Reinforcing Basic Aviation and Space Exploration) - A Sacramento-area program, STARBASE Academy is a science, math, computer, and behavior enhancement program that augments fifth through eighth grade education. This is accomplished through hands on experiments, computer activities, and team building. Emphasis is placed on self-control, common sense, responsibility, and respect for self and others.
- d. **California Cadet Corps** - A statewide program, mandated by California Statute in 1911. This program is offered in high schools throughout California.
- e. **Mather Youth Academy** - Currently Available to students of the Folsom-Cordova Unified School District, the Academy is a community day school.

RECOMMENDATION TO CHANGE/UPDATE OTAG ADMINISTRATION MANUAL (OAM)	TO: CAJS-DA	FROM:
	PHONE NUMBER:	DATE:
TITLE OF PAGE: _____ PAGE NUMBER: _____ <input type="checkbox"/> CURRENT <input type="checkbox"/> OBSOLETE OR RESCINDED <input type="checkbox"/> REQUIRES REVISION <input type="checkbox"/> REQUIRES CHANGE		
REMARKS: (Describe any recommended changes or updates below, or attach example) <div style="border: 1px solid black; height: 500px; width: 100%;"></div>		
DATE SIGNED	SIGNATURE	
TITLE	TYPED OR PRINTED NAME AND RANK	